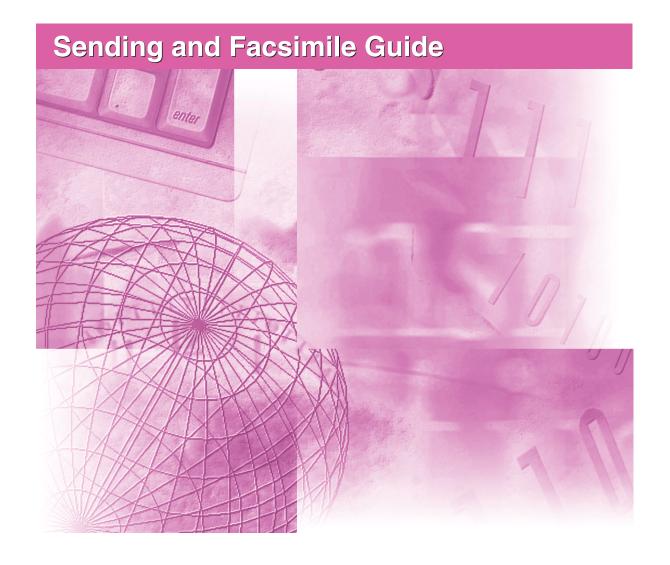
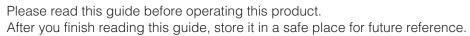
Canon

imageRUNNER 2545i / 2545 / 2535i / 2535 2530i / 2530 / 2525i / 2525 2520i / 2520





imageRUNNER 2545i/2545 2535i/2535 2530i/2530 2525i/2525 2520i/2520 Sending and Facsimile Guide



Manuals for the Machine

The manuals for this machine are organized as shown below. Please refer to them for detailed information. Some manuals may not be needed for certain system configurations and products purchased.



Guides with this symbol are printed manuals.

Macintosh Printer Driver Instructions



Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

Windows Fax Driver Guide

Mac Printer Driver Guide

Quick Reference for Basic Operations	Easy Operation Guide
Legal Notices Setup Instructions	User's Guide
Basic Operations Troubleshooting	Reference Guide
Copying Instructions	Copying Guide
Sending and Fax Instructions	Sending and Facsimile Guide (This Document)
Remote User Interface Instructions	Remote UI Guide
Network Connectivity Security Management	System Settings Guide
Color Network ScanGear Instructions	Network ScanGear Guide
USB Memory Media Printing Instructions PS/PCL/UFRII LT Printer Instructions	Printer Guide
Windows Printer Driver Instructions	Windows Printer Driver Guide
Windows Fax Driver Instructions	Windows Fox Privor Cuids



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Chapter 2	Sending Documents
Chapter 3	Specifying the Scan Settings
Chapter 4	Specifying Destinations Easily and Quickly
Chapter 5	Receiving Documents
Chapter 6	Checking/Changing the Status of Documents in Memory
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Preface

Thank you for purchasing the Canon imageRUNNER 2545i/2545/2535i/2535i/2530i/2530/ 2525i/2525/2520i/2520. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.



Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

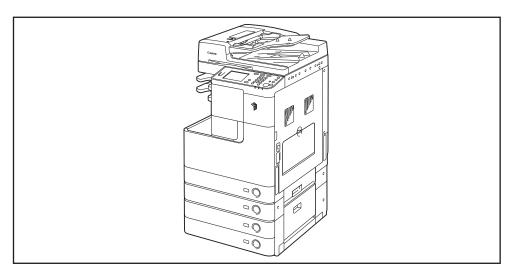
Keys Used in This Manual

The following table provides a few examples of how keys to be pressed are expressed in this manual:

	Keys	Example
Control Panel	Key icon + (Key Name)	(Additional Functions)
Touch Panel Display	[Key Name]	[OK], [Cancel], etc.
Todon Funci Display	[Key Icon]	[▼], [▲], etc.

Illustrations Used in This Manual

The machine illustrations used in this manual are those of the imageRUNNER 2545i with the following optional equipment attached: the Inner Finisher-B1, Inner Finisher Additional Tray-B1, and CST. Feeding Unit-AE1.

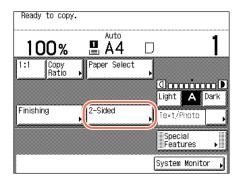


Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

The keys to be pressed are marked with a _____, as shown below.

When multiple keys can be pressed, all of them will be marked. Select the keys best suited to your needs.



Abbreviations Used in This Manual

In this manual, product names are abbreviated as follows:

Microsoft Windows 2000 operating system: Windows 2000 Windows 2000 Microsoft Windows 2000 Professional operating system: Professional

Microsoft Windows XP Professional Edition operating Windows XP Professional

system:

Microsoft Windows XP operating system: Windows XP Microsoft Windows Vista operating system: Windows Vista Microsoft Windows 7 operating system: Windows 7

Microsoft Windows 2000 Server operating system: Windows 2000 Server Microsoft Windows Server 2003 operating system: Windows Server 2003 Microsoft Windows Server 2008 operating system: Windows Server 2008 Microsoft Windows Server 2008 R2 operating system: Windows Server 2008 R2

Microsoft Windows operating system: Windows

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R&TTE Directive



This equipment (F190300/F190700/F190800) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU. (Only for models with facsimile functionality.)

(For Europe only) Canon Inc./Canon Europa N.V.

Super G3



Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds* per page which results in reduced telephone line charges.

* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The PSTN (Public Switched Telephone Network) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

Introduction to Send and Fax Functions

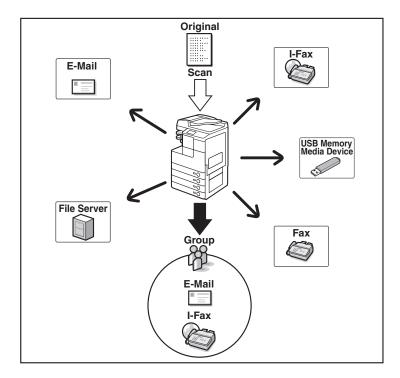


This chapter describes information you should know before using Send and Fax functions and provides an overview of their main features.

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Overview of Send and Fax Functions

This machine enables you to scan documents and send them via e-mail, I-fax, and fax, or to a file server or USB memory media device. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.



■ E-mail

Sends scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.

■ I-fax

Sends fax documents over the network. Scanned documents are converted to TIFF format and are transmitted as an e-mail attachment to the recipient's I-fax compatible machine. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet.



You can send/receive e-mails and I-faxes securely using SSL-encrypted communications. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

■ File server

Sends scanned documents to a file server. Scanned documents are converted to file formats such as TIFF and are transmitted to the specified file server.

■ USB memory media device

Stores scanned documents in a USB memory media device. Scanned documents are converted to file formats such as TIFF and are transmitted directly to the USB memory media device connected to the machine.

IMPORTANT

To store scanned documents in a USB memory media device, set Use Scan to Memory Media in Memory Media Settings to 'On'. (See Chapter 4, "Setting the Send Function." in the *System Settings Guide*.)

■ Fax

Sends scanned documents as faxes.

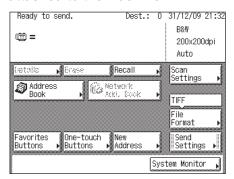
IMPORTANT

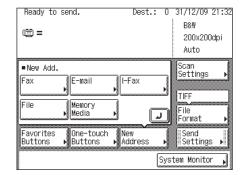
- To send documents via e-mail and I-fax, or to a file server or USB memory media device with the imageRUNNER 2545/2535/2530/2525/2520, the Send function must be activated with the optional Color Send Kit-Y1.
- Sending documents via fax is available only when the optional Super G3 Fax Board-AG1 is attached to the machine.
- When the optional Super G3 Fax Board-AG1 is attached to the machine, be sure to disable the Auto Shutdown Time setting. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)

Keys and Functions

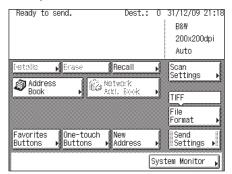
Whenever using Send and Fax functions, you need to press (SEND) first to switch the screen shown below, called the top screen (Send). The top screen (Send) that is displayed varies depending on the options installed and the settings specified, as shown below.

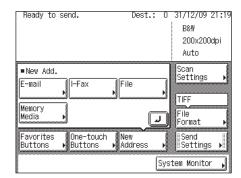
■ If the Send function is activated and the Super G3 Fax Board-AG1 is attached to the machine



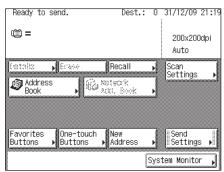


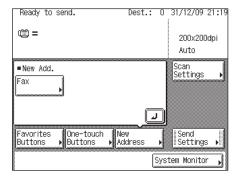
■ If only the Send function is activated





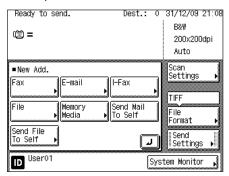
■ If only the Super G3 Fax Board-AG1 is attached to the machine





■ If Authorized Send is activated

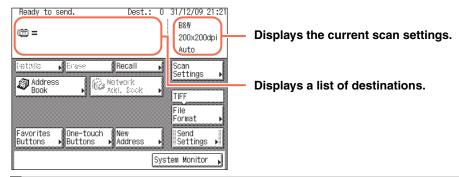
[Send Mail To Self] and [Send File To Self] appear when you press [New Address]. You can press [Send Mail To Self] and [Send File To Self] to specify your e-mail address and your computer folder as the destination. (See "Sending Documents to Your E-Mail Address Using Authorized Send," on p. 2-38 and "Sending Documents to Your Folder Using Authorized Send," on p. 2-39.) The screen below shows the top screen (Send) with the Send function activated and the Super G3 Fax Board-AG1 attached to the machine.





[Memory Media] is displayed only if Use Scan to Memory Media in Memory Media Settings is set to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

The names and functions of the keys on the top screen (Send) are described below.



Scan Settings." → See Chapter 3, "Specifying the Scan Settings."

Press to configure the scan settings for the document you are sending. You can set the document type (color or black & white, document size, two-sided original, and different size originals), resolution, density, and image quality.

File Format," on p. 3-20.

Press to select the file format of the document you are going to send (<B&W>: TIFF, PDF, and PDF (OCR)*; <Color>: JPEG, PDF, PDF (Compact), PDF (OCR)*, and PDF (Compact+OCR)*). This gives you the freedom to send documents in a manner that is suited to the purpose of the document, as well as the recipient's document handling environment.

*Available only when the optional OCR function is activated.

Send Settings → See "Basic Sending Methods," on p. 2-2.

Press to set the send settings. You can specify various settings, such as setting the time to send a document and entering a subject for an e-mail or an I-fax.

→ See "Basic Sending Methods," on p. 2-2.

Press to check or change the destination information selected from the destination list.

→ See "Basic Sending Methods," on p. 2-2.

Press to delete the destination displayed in the destination list.

→ See "Job Recall," on p. 4-51.

Press to recall previously set send jobs, including the destinations, scan settings, and send settings.



→ See "Using the Address Book," on p. 4-24.

Press to select a destination from the Address Book, or to search for a destination registered in the Address Book.



→ See "Specifying Addresses via an LDAP Server," on p. 4-55.

Press to search for addresses stored on LDAP (Lightweight Directory Access Protocol) servers on the network and use them as recipients for send jobs.



→ See "Using the Favorites Buttons," on p. 4-45.

Press to recall the destinations and settings stored in a favorites button.

One-touch Buttons

→ See "Using the One-Touch Buttons," on p. 4-35.

Press to recall the destinations stored in a one-touch button.

New Address ▶

→ See "Basic Sending Methods," on p. 2-2.

Press to specify a destination not stored in the Address Book. If Authorized Send is activated, you can easily specify your e-mail address and your computer folder as destination. (See "Sending Documents to Your E-Mail Address Using Authorized Send," on p. 2-38 and "Sending Documents to Your Folder Using Authorized Send," on p. 2-39.)

System Monitor

→ See Chapter 6, "Checking/Changing the Status of Documents in Memory."

Press to check the status or details of a send or receive job, or to cancel a job.

Before Using Send and Fax Functions

The actions you need to take before using the machine depend on the functions you are using. Before using Send and Fax functions, check the list included in Chapter 2, "Before You Start Using the Machine," in the *User's Guide* and take the required steps.

This section focuses on the setting registrations and procedures that must be done before sending and receiving faxes.

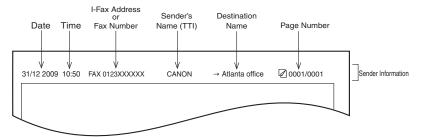
■ Setting the Telephone Line Type

To set the type of telephone line connected to the machine, check whether it is a rotary dial (rotary pulse) or a touch-tone type, and then make the correct setting. (See "Selecting the Type of Telephone Line," on p. 1-9.)

■ Registering the Sending Record

The sending record is printed at the top of every document you send to the recipient.

The registered information is printed, as shown below. Depending on the model of the machine at the receiving side, this information may appear on the display while communication is taking place.



Date and Time

- The date and time of the transmission are recorded. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)
- I-Fax Address or Fax Number
 - Your machine's I-fax address or fax number is recorded. (See Chapter 4, "Setting the Send Function," in the System Settings Guide, and "Registering Your Machine's Fax Number," on p. 1-11.)
- Sender's Name (TTI (Transmit Terminal Identification))
 - When you send fax documents, the name registered as the unit name is recorded. (See "Registering the Unit Name," on p. 1-12.)

- Destination Name
 - If you use the Address Book to specify the destination when you send I-fax documents, the register name is recorded. (See "Registering the Address Book," on p. 4-3.)
- Page Number
 - The current page number out of the total number of pages of the original is recorded.

IMPORTANT

- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- If you decide to switch the display language, set Language Switch in Common Settings to 'On' before entering characters. If Language Switch is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, re-enter the characters after setting Language Switch to 'On', or enter characters with Language Switch set to 'Off'.



- You can set the machine so that the sending record is not printed. (See "Printing" Sender Information on a Sent Document (TX Terminal ID)," on p. 7-9.)
- If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed. However, when using the Direct Sending mode, the total number of original pages is not printed.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the Fax function, you must know whether the machine is connected to a touch-tone or rotary pulse telephone line. The machine can be set to operate with either type of telephone line.

If this setting is incorrect, you will not be able to communicate with other machines.

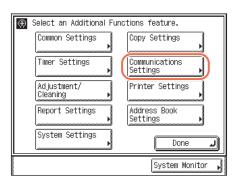


∧ NOTE

The default setting is 'Tone'.

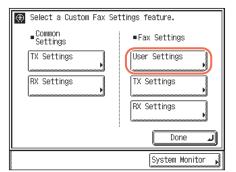
Press (**) (Additional Functions).

The Additional Functions menu appears.

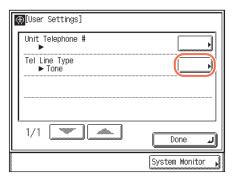


Press [Communications Settings].

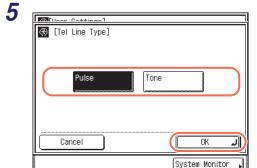
2



Press [User Settings] under <Fax Settings>.



Press [Tel Line Type].



Select the type of telephone line → press [OK].

If you do not know the telephone line type, call your telephone service provider for details.

6 Press / (Reset) to return to the top screen.

Registering Your Machine's Fax Number

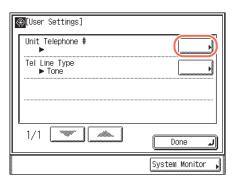
You must store your machine's fax number. This number is printed on the top of every document you send to the recipient.

Your machine's telephone number may also be displayed on the touch panel display of the recipient's machine, depending on their type of machine.

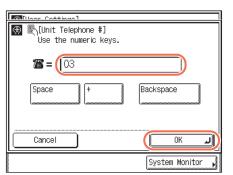
1 Press ((Additional Functions) → [Communications Settings] → [User Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Selecting the Type of Telephone Line," on p. 1-9.

2



Press [Unit Telephone #].



In this step the following keys are also available as necessary.

[Space]: Press to insert a space between numbers.

[+]: Press to insert a "+" sign between the country code and fax

number.

[Backspace]: Press to delete the number immediately to the left of the cursor.



NOTE

If you make a mistake when entering the number, press \odot (Clear) \rightarrow enter the correct number.

4 Press (Reset) to return to the top screen.

Registering the Unit Name

Your name or company name must be registered as the unit name.

When you send a document via e-mail, I-fax, or fax, the unit name that you registered is displayed or printed as the sender information at the recipient's machine.

- When you send a document via e-mail, the registered unit name is displayed in the From field on the recipient's e-mail application. If the unit name is not registered, the e-mail address of the machine is displayed in the From field.
- When you send a document via I-fax, the registered unit name and the e-mail address of the machine are printed in the From field of the recording paper of the recipient's I-fax machine. If the unit name is not registered, only the e-mail address of the machine is printed in the From field.
- When you send a document via fax, the registered unit name is printed at the top of the recording paper of the recipient's machine.

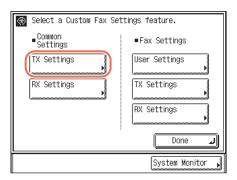


- You can register only one unit name.
- If User ID Management is set to 'On' and Authorized Send is not activated when you send e-mails or I-faxes, the user name and the e-mail address of the login user are used as the sender information, instead of the unit name.
 - When you send e-mails, the user name of the login user is displayed in the From field on the recipient's e-mail application. If the user name is not registered, the e-mail address of the login user is displayed in the From field.
 - When you send I-faxes, the Sender field is printed at the recipient's I-fax machine, as well as the From field. In the Sender field, the user name and the e-mail address of the login user are printed. If the user name is not registered, only the e-mail address is printed in the Sender field.
- If Authorized Send is activated with [Specify LDAP authentication user address as the sender name] selected when you send e-mails or I-faxes, the e-mail address of the user logging in to Authorized Send is used as the sender information, instead of the unit name. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)
- When you send e-mails, the e-mail address of the login user is displayed in the From field on the recipient's e-mail application.
- When you send I-faxes, the Sender field is printed at the recipient's I-fax machine, as well as the From field. In the Sender field, the e-mail address of the login user is printed.
- For instructions on how to register the e-mail address of the machine, see Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.
- For instructions on how to register the user name and the e-mail address of a login user, see Chapter 3, "Specifying Department ID and User Management," in the Remote UI Guide.

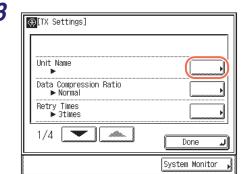
1 Press (♠) (Additional Functions) → [Communications Settings].

For help, see steps 1 and 2 in "Selecting the Type of Telephone Line," on p. 1-9.

2

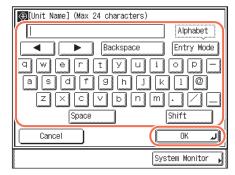


Press [TX Settings] under <Common Settings>.



Press [Unit Name].

4



Enter the unit name (up to 24 characters) using the on-screen keyboard → press [OK].



IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)



NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- To delete all of the entered characters, press © (Clear).
- **5** Press (Reset) to return to the top screen.

Sending Documents

This chapter describes the procedure for sending documents, as well as some additional transmission features.

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Basic Sending Methods

This section describes the basic procedures for sending documents via e-mail, I-fax, and fax, or to a file server or USB memory media device.



IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)

Sending an E-Mail Message

This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application. Follow the procedure below to send e-mails.



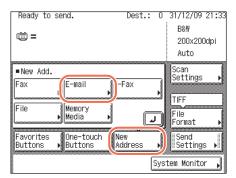


Press \bigcirc (SEND) \rightarrow place your originals.



🥟 NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
 - < Enter the User ID and Password.>



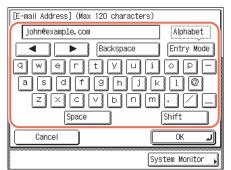
Press [New Address] → [E-mail].



NOTE

If E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', [E-mail] is not displayed. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)

3

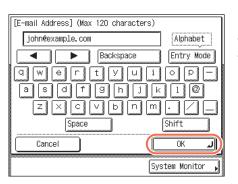


Enter the e-mail address (up to 120 characters) using the on-screen keyboard.



For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.

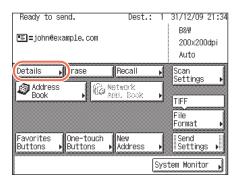
4



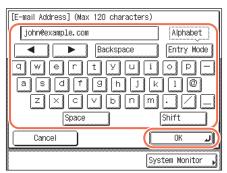
Press [OK].

The specified destination appears on the top screen.

• If you want to check or change the specified destination:



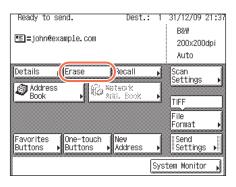
☐ Press [Details].



□ Check or change the destination's information → press [OK].

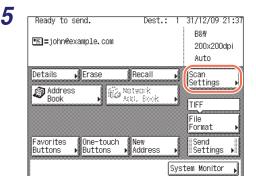
The display returns to the top screen.

• If you want to delete the specified destination:



☐ Press [Erase].

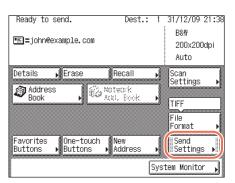
The specified destination is deleted from the destination list.



Press [Scan Settings] to specify the scan settings you require.

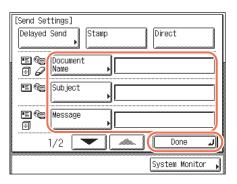
For more information, see Chapter 3, "Specifying the Scan Settings."





Press [Send Settings].





Specify the send settings you require → press [Done].

Press $[\mathbf{v}]$ or $[\mathbf{A}]$ to scroll to the desired setting if it is not displayed.

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can

enter up to 24 characters for the document name.

[Subject]: Sets the subject of the e-mail message. You can enter up to 40

characters for the subject.

If you do not enter a subject, the default subject set in <Default Subject> is used. (See Chapter 4, "Setting the Send Function," in

the System Settings Guide.)

[Message]: Sets the message body text. You can enter up to 140 characters

for the message. A hard return is counted as one character.

[Reply-to]: Sets the reply-to address. When you press [Reply-to], e-mail

addresses stored in the Address Book appear. Select one address from the Address Book as the reply-to address. For instructions on how to use the Address Book, see "Using the

Address Book," on p. 4-24.

E-mail addresses must be stored in the Address Book beforehand. (See "Registering the Address Book," on p. 4-3.)

[E-mail Priority]: Sets the priority for your e-mail message. Press the E-mail Priority

drop-down list → select the desired priority setting.



• [Delayed Send] and [Stamp] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-43, and "Stamping Originals Which Have Already Been Scanned," on p. 3-23.

 When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.

Example: date and time_0001.tif

If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:

If you specify the Document Name setting:
 The document name specified in Document Name comes first as the file name prefix.

Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':

The user ID entered when you log in to the machine comes first as the file name prefix.

Example: user ID_date and time_0001.tif

 If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':

The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.

Example: document name_user ID_date and time_0001.tif

• For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

8 Press (i) (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 4 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ^(§) (Start). Specify the size of the original manually → press [OK].
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ③ (Start). (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Sending an I-Fax

Internet fax (I-fax) enables you to send fax documents over the network. Scanned documents are converted to TIFF format and are transmitted as an e-mail attachment to the recipient's I-fax compatible machine. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet.

Follow the procedure below to send I-faxes.



If you are sending a document to an I-fax address, the following conditions are always selected:

- Paper Size: A4

This is because the sender does not know whether the recipient's machine can receive sizes other than A4. Originals larger than A4 are reduced to A4 size.

- File Format: TIFF

- Color Mode: B&W

- Resolution: 200 × 100 dpi or 200 × 200 dpi

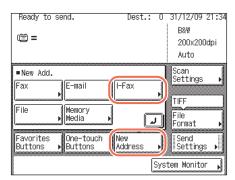
1 Press **②** (SEND) → place your originals.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
 - < Enter the User ID and Password.>

2



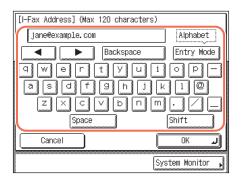
Press [New Address] \rightarrow [I-Fax].



NOTE

If E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', [I-Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3



Enter the I-fax address (up to 120 characters) using the on-screen keyboard.



NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.



Space

Cancel

Press [OK].

The specified destination appears on the top screen.

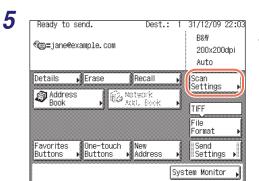
• If you want to check or change the specified destination:

Shift

OK System Monitor

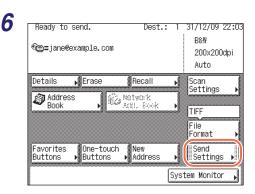
- □ Press [Details] → check or change the destination's information → press [OK].
 For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.
- If you want to delete the specified destination:
 - ☐ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

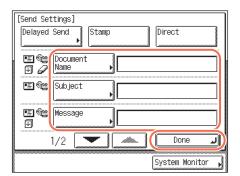


Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."



Press [Send Settings].



Specify the send settings you require → press [Done].

Press $[\mathbf{v}]$ or $[\mathbf{A}]$ to scroll to the desired setting if it is not displayed.

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can

enter up to 24 characters for the document name.

[Subject]: Sets the subject of the I-fax documents. You can enter up to 40

characters for the subject.

If you do not enter a subject, the default subject set in <Default Subject> is used. (See Chapter 4, "Setting the Send Function," in

the System Settings Guide.)

[Message]: Sets the message body text. You can enter up to 140 characters

for the message. A hard return is counted as one character.

[Reply-to]: Sets the reply-to address. When you press [Reply-to], e-mail

addresses stored in the Address Book appear. Select one address from the Address Book as the reply-to address. For instructions on how to use the Address Book, see "Using the

Address Book," on p. 4-24.

E-mail addresses must be stored in the Address Book beforehand. (See "Registering the Address Book," on p. 4-3.)



NOTE

- [Delayed Send] and [Stamp] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-43, and "Stamping Originals Which Have Already Been Scanned," on p. 3-23.
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.

Example: date and time_0001.tif

If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:

If you specify the Document Name setting:
 The document name specified in Document Name comes first as the file name prefix.

Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':

The user ID entered when you log in to the machine comes first as the file name prefix.

Example: user ID_date and time_0001.tif

- If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':
- The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.
- Example: document name user ID date and time 0001.tif
- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

8 Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press \$ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

(IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ③ (Start). Specify the size of the original manually → press [OK].
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ③ (Start). (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

Sending a Document to a File Server

This machine enables you to send scanned documents to a file server. Scanned documents are converted to file formats such as TIFF and are transmitted to the specified file server.

Follow the procedure below to send documents to a file server.



IMPORTANT

The number of users or clients that can access a server running Windows 2000/XP/Vista/7/Server 2003/Server 2008 is limited. After this number of users or clients is reached, it is not possible to send to a server running Windows 2000/XP/Vista/7/Server 2003/Server 2008.

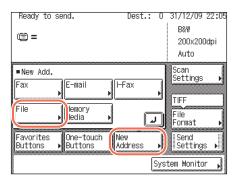
1 Press **(SEND)** → place your originals.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
 - < Enter the User ID and Password.>

2



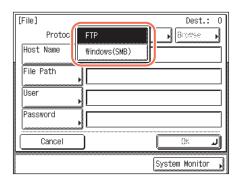
Press [New Address] → [File].



NOTE

If File Send is set to 'Do not allow' or 'Only allow sending to own address or specified folder', [File] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3



Press the Protocol drop-down list → select the desired server protocol.

The following server protocols are available.

The table below shows the system requirements for the server that is compatible with IPv4.

Protocol	System Requirements	Application
FTP	Sun Solaris 2.6 or later, Mac OS X, or Red Hat Linux 7.2	-
	Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista/Server 2008	Internet Information Services 7.0
	Windows 7/Server 2008 R2	Internet Information Services 7.5
Windows (SMB)	Windows 2000/XP/Vista/7/ Server 2003/Server 2008	-
	Mac OS X/UNIX/Linux	Samba 2.2.8a or later

The table below shows the system requirements for the server that is compatible with IPv6.

Protocol	System Requirements	Application
	Solaris Version 9 or later, Red Hat Enterprise Linux AS/ES/WS 4.0 or later, or Mac OS X 10.3 or later	-

Specify a file server as the destination.

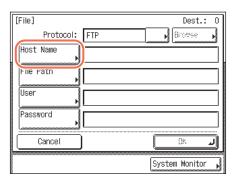
When specifying a file server, you need to set the host name, file path, user name, and password. You can use the on-screen keyboard to set these items, or use the Browse key on the File screen to specify a file server if [Windows (SMB)] is selected as the server protocol in step 3. With the Browse key you can search for and specify a file server connected to a specific network.

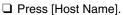


⊘ NOTE

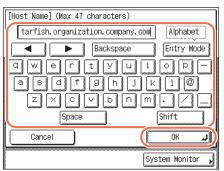
If the settings under <When Sending File to New Address> are configured to carry over the login information from Authorized Send, the user name and password used to log in to Authorized Send are automatically inserted in the [User] text box and the [Password] text box. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Leave them as they are or change them as necessary in this step.

• If you use the on-screen keyboard:

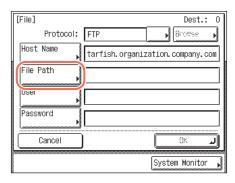




A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to specify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

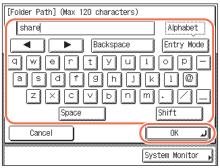


□ Enter the host name (up to 47 characters or 120 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].

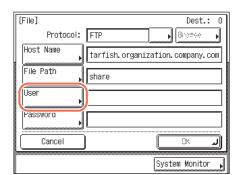


☐ Press [File Path].

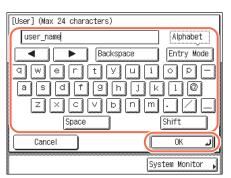
A file path is a series of characters that signify the location of the folder. In this entry box, specify a folder in the file server as the destination of the send job.



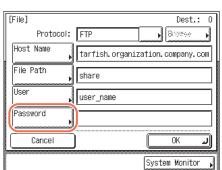
□ Enter the file path (up to 120 characters) using the on-screen keyboard → press [OK].



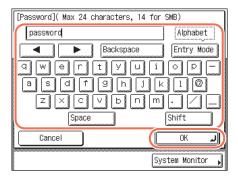
☐ Press [User].



□ Enter the user name (up to 24 characters) using the on-screen keyboard → press [OK].



☐ Press [Password].



□ Enter a password (up to 24 characters or 14 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].
After pressing [OK], the characters that

After pressing [OK], the characters that you enter for the password are displayed as asterisks (********) on the [File] screen.



IMPORTANT

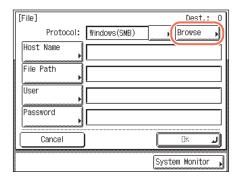
If Language Switch in Common Settings is set to 'On', the characters entered in [Host Name] and [File Path] may not be displayed correctly, so you may not be able to refer to them.



NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- If you are sending to an iW Document Manager* folder, set the FTP server address specified in iW Gateway as the destination. Using iW Document Manager and the Send function of the machine enables you to manage digitized paper documents and computer data on the network. For more information on the iW Document Manager, see the appropriate iW Gateway documentation.
 - * a document management system provided by Canon

• If you use the Browse key:

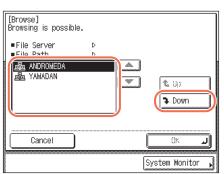


☐ Press [Browse].



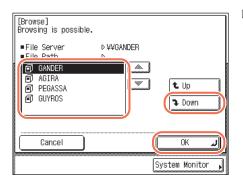
IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See Chapter 7, "Other System Settings," in the System Settings Guide.)



□ Select the desired workgroup → press [Down].

Press [▼] or [▲] to scroll to the desired workgroup if it is not displayed.



Select the desired file server → press [Down] or [OK].

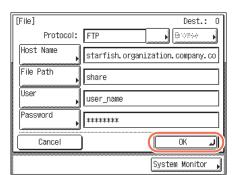
If you want to send scanned documents in a specific folder in the selected file server, press [Down] → select the desired folder → press [OK].

If not, press [OK].

⊘ NOTE

- If the Enter Network Password screen is displayed, enter your user name and network password → press [OK].
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.





Confirm your settings → press [OK].

The specified file server destination appears on the top screen.

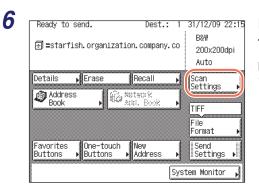
• If you want to check or change the specified destination:

☐ Press [Details] → check or change the destination's information → press [OK]. For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

• If you want to delete the specified destination:

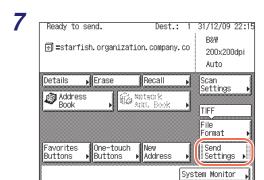
☐ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

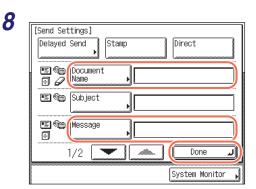


Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."



Press [Send Settings].



Specify the send settings you require → press [Done].

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can enter up to 24 characters for the document name.

If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.

[Message]:

Sets the message body text. You can enter up to 140 characters for the message. A hard return is counted as one character. When you are sending documents to a file server, the characters entered in [Message] is sent as a text file. However, if you do not enter characters in [Message], only the image file is sent to the server without a text file.

⊘ NOTE

- [Delayed Send] and [Stamp] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-43, and "Stamping Originals Which Have Already Been Scanned," on p. 3-23.
- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.

Example: date and time_0001.tif

If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:

If you specify the Document Name setting:
 The document name specified in Document Name comes first as the file name prefix.

Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':

The user ID entered when you log in to the machine comes first as the file name prefix.

Example: user ID_date and time_0001.tif

 If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':

The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.

Example: document name_user ID_date and time_0001.tif

For instructions on how to set <Add user name to Send Document Name> in User ID
Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized
Access," in the System Settings Guide.

9 Press 🍥 (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or 🚳 (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⁽³⁾ (Start). Specify the size of the original manually → press [OK].

Sending a Document to a USB Memory Media Device

This machine enables you to store scanned documents in a USB memory media device. Scanned documents are converted to file formats such as TIFF and are transmitted directly to the USB memory media device connected to the machine. To store scanned documents in a USB memory media device, set Use Scan to Memory Media in Memory Media Settings to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

Follow the procedure below to send documents to a USB memory media device.



IMPORTANT

- The supported file systems of a USB memory media device are FAT16 and FAT32.
- The supported maximum sizes of a USB memory media device are as follows:
 - FAT32: 8GB
 - FAT16: 2GB
- USB memory media devices with security function or card readers are not supported.
- USB memory media devices used with an extension cable are not supported.
- Use of USB memory media devices through a USB hub (except for the optional USB Application 3-Port Interface Kit-A1) is not supported.
- USB memory media devices that do not comply with USB specifications are not supported.
- In some cases, images may not be saved correctly due to the type of USB memory media device used.



NOTE

- For a USB memory media device formatted with the FAT16 file system, a maximum of 255 files can be saved in the root directory (the top level of the directory tree in the USB memory media device). It is recommended that you use a computer to organize the root directory of your USB memory media device beforehand by moving existing files to a newly created folder or by deleting unnecessary files. Formatting the USB memory media device to FAT32 is also recommended if none of the files in the USB memory media device are necessary.
- If the destination folder of the scanned images contains too many files, the time it
 takes to save will increase. It is recommended that you use a computer to organize
 your destination folder beforehand by moving existing files to a newly created folder or
 by deleting unnecessary files.

Press \bigcirc (SEND) \rightarrow place your originals.

IMPORTANT

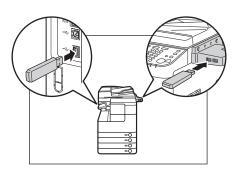
You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.



∅ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
 - < Enter the User ID and Password. >

2



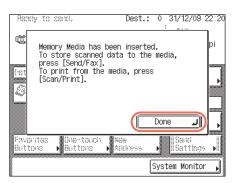
Insert the USB memory media device into the USB port on the left or right side of the machine.



IMPORTANT

- The USB ports on the right side of the machine are optional (USB Application 3-Port Interface Kit-A1).
- The left side USB port is not available when the above option is attached.

3

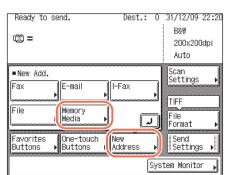


Press [Done].



NOTE

The displayed message may vary depending on the settings in Memory Media Settings. (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)



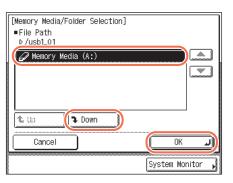
Press [New Address] → [Memory Media].



NOTE

[Memory Media] is displayed only if Use Scan to Memory Media in Memory Media Settings is set to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

5

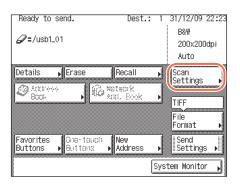


Select the desired memory media device → press [Down] or [OK].

If you want to store scanned documents in a specific folder in the selected media, press [Down] → select the desired folder → press [OK].

If not, press [OK].

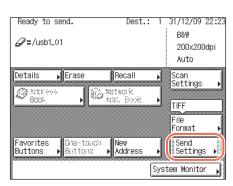
6



Press [Scan Settings] to specify the scan settings you require.

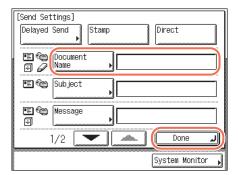
For more information, see Chapter 3, "Specifying the Scan Settings."

7



Press [Send Settings].





Specify the send settings you require → press [Done].

The setting listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether this setting specified.

[Document Name]: Sets the name of the document that you want to send. You can enter up to 24 characters for the document name.



∧ NOTE

- [Stamp] also can be specified as necessary. For more information, see "Stamping Originals Which Have Already Been Scanned," on p. 3-23.
- When you are sending documents, each page is sent as a separate image and stored in a USB memory media device. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image. Example: date and time 0001.tif

If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:

- If you specify the Document Name setting: The document name specified in Document Name comes first as the file name prefix.

Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':

The user ID entered when you log in to the machine comes first as the file name prefix.

Example: user ID_date and time_0001.tif

- If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':
- The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.
- Example: document name_user ID_date and time_0001.tif
- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the System Settings Guide.

9 Press **(i)** (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.

Sending a Fax

You can scan originals and send them as faxes. The machine provides the three modes for sending faxes: Memory Sending, Direct Sending, and Manual Sending.

■ Memory Sending

All sent originals are scanned and read into memory before they are sent. This means that you do not need to stay near the machine once the originals have been scanned. You can start scanning documents for sending even while the machine is busy sending another document.

■ Direct Sending

The machine sends each page of the document to the destination as it is scanned.

Although the Direct Sending mode is slower than the Memory Sending mode, you can use the Direct Sending mode when you need to send an urgent document ahead of other documents stored in memory.

■ Manual Sending

This mode enables you to manually send fax documents after checking that the destination is ready to receive fax transmissions. Use this mode if the recipient does not have a fax machine that can receive automatically.

Memory Sending

The following describes the flow of sending faxes using the Memory Sending mode.



IMPORTANT

The Memory Sending mode is automatically set when:

- The Delayed Send mode is used
- Multiple destinations are specified
- The Direct Sending mode is not used



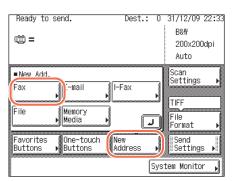
- The memory can hold a total of approximately 1,000 pages for sent and received documents.
- If the memory becomes full, delete unwanted received documents using the System Monitor screen. (See Chapter 6, "Checking/Changing the Status of Documents in Memory.")
- **1** Press (SEND) → place your originals.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - <You must insert a control card.>
 - <Enter the User ID and Password.>

2



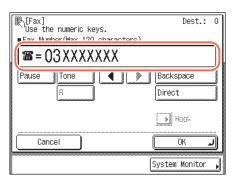
Press [New Address] → [Fax].



NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3



Enter the fax number (up to 120 characters) using ① - ⑨ (numeric keys).

In this step, the keys listed below are also available as needed.

[Pause]: Press to insert a pause of several seconds in the fax number you

are dialing. If you insert a pause within the fax number, the letter is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an

Overseas Number," on p. 2-52.)

[Tone]: Press when you want to directly call an extension line that is

connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears.

[R]: Press to use the R-key. (See "Calling from an Extension," on

p. 2-50.)

[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number immediately to the left of the cursor.



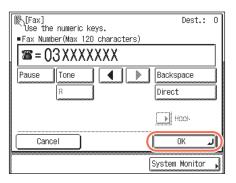
IMPORTANT

You cannot insert a pause at the beginning of a number.



- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
 - The pause time entered in the middle of a fax number (lower-case p) is set to four seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-25.)
 - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press © (Clear) to clear your entry.





Press [OK].

The specified destination appears on the top screen.

If you want to check or change the specified destination:

□ Press [Details] → check or change the destination's information → press [OK].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

If you want to delete the specified destination:

☐ Press [Erase].

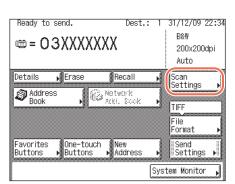
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.



NOTE

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step $3 \rightarrow$ press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)





Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6 Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ^③ (Start). Specify the size of the original manually → press [OK].

Direct Sending

The following describes the flow of sending faxes using the Direct Sending mode.



IMPORTANT

- You can specify only one destination at a time for the Direct Sending mode.
- If an error occurs or you cancel transmission in the Direct Sending mode, you can check how many pages have been sent to the destination by printing the communication reports or using the System Monitor screen. (See "Printing Communication Reports," on p. 8-9, or "Checking/Printing Communication Log," on p. 6-9.)

Press \bigcirc (SEND) \rightarrow place your originals.



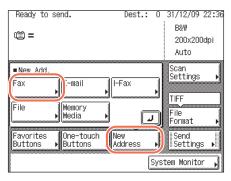
IMPORTANT

You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
- < Enter the Department ID and Password using the numeric keys.>
- < You must insert a control card.>
- < Enter the User ID and Password.>

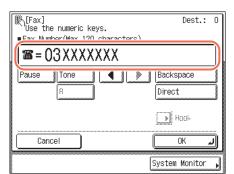


Press [New Address] \rightarrow [Fax].



NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote* UI Guide.)



Enter the fax number (up to 120 characters) using ① - ⑨ (numeric keys).

In this step, the keys listed below are also available as needed.

[Pause]: Press to insert a pause of several seconds in the fax number you

are dialing. If you insert a pause within the fax number, the letter is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an

Overseas Number," on p. 2-52.)

[Tone]: Press when you want to directly call an extension line that is

connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears. Press to use the R-kev. (See "Calling from an Extension." on

p. 2-50.)

[◀] [▶]: Press to move the position of the cursor.

[Backspace]: Press to delete the number immediately to the left of the cursor.



IMPORTANT

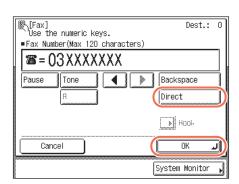
You cannot insert a pause at the beginning of a number.



NOTE

[R]:

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
 - The pause time entered in the middle of a fax number (lower-case p) is set to four seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-25.)
- The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press © (Clear) to clear your entry.



Press [Direct] → [OK].

The Direct Sending mode is set and the specified destination appears on the top screen.

You can also set to the Direct Sending mode on the Send Settings screen. On the top screen, press [Send Settings] → [Direct] → [Done].

To cancel the Direct Sending mode, press [Direct] again.

• If you want to check or change the specified destination:

□ Press [Details] → check or change the destination's information → press [OK].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

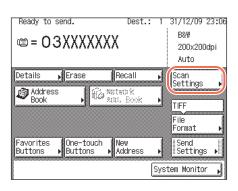
• If you want to delete the specified destination:

☐ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step 3 → press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

5



Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6 Press (i) (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or 🚳 (Stop).

The scanned data is sent to the specified destination when scanning is complete.

After the fax is sent, the Direct Sending mode is canceled automatically.



- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press $\stackrel{\text{\tiny{(3)}}}{}$ (Start). Specify the size of the original manually \rightarrow press [OK].

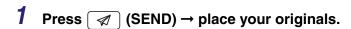
Manual Sending

The following describes the flow of sending faxes using the Manual Sending mode.



IMPORTANT

If you cancel the Manual Sending mode during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing the communication reports or using the System Monitor screen. (See "Printing Communication Reports," on p. 8-9, or "Checking/Printing Communication Log," on p. 6-9.)



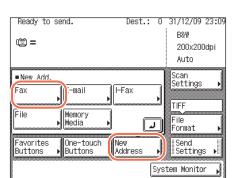


You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.



∧ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authorized Send," on p. 2-35.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the Reference Guide:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
- <Enter the User ID and Password.>



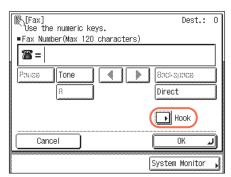
Press [New Address] \rightarrow [Fax].



NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

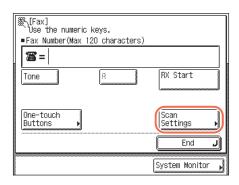
3



Press [Hook].

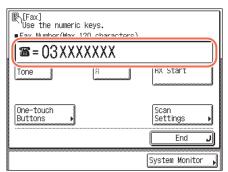
You should hear the dial tone (a continuous high-pitched sound).

4



Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."



If the number is registered in the one-touch buttons, you can also press [One-touch Buttons] to specify the number. (See "Using the One-Touch Buttons," on p. 4-35.)

In this step, the keys listed below are also available as needed.

[Tone]: Press when you want to directly call an extension line that is

connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears.

[R]: Press to use the R-key. (See "Calling from an Extension," on

p. 2-50.)

[End]: Press to cancel the Manual Sending mode.



NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- You cannot use group dialing for the Manual Sending mode.

6 When you hear a high-pitched tone, press ((Start) to start scanning your originals.

To cancel scanning, press [Cancel] or 🚳 (Stop).

The scanned data is sent to the specified destination when scanning is complete.

IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the Reference Guide.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⁽³⁾ (Start). Specify the size of the original manually → press [OK].

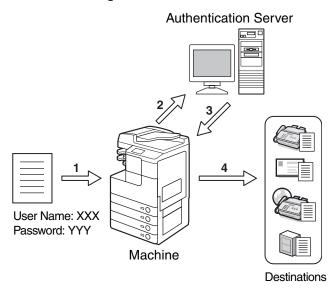
Advanced Sending Methods

This section describes some additional features for sending documents.

Authenticating Users Before Sending Documents (Authorized Send)

If your network uses directory services such as Active Directory, we recommend that you use also Authorized Send. Authorized Send is an authentication feature that enables you to prevent unauthorized users from sending documents from the machine. With this feature activated, any user who wants to send documents needs to enter a valid user name and password.

■ Flow of Sending Documents with Authorized Send



- 1. A user who attempts to send documents is prompted to enter a valid user name and password.
- 2. Entered information is checked in the authentication server against the directory database to authenticate the user.
- 3. The machine receives the authentication results from the authentication server.
- **4.** Once authenticated, the authorized user can send documents to the specified destination.

■ What you can do with Authorized Send

In addition to authenticating users, Authorized Send enables you to do the following:

- Carry over the login information (both user name and password, or user name only) from Authorized Send to other authentication systems such as SMTP authentication
- Restrict the destinations of sending documents to the e-mail address and folder of a logged on user
- Enable/disable sending functionalities

To use Authorized Send, specify authentication server settings and other settings in the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

This section describes how to log in to Authorized Send and introduces an easier way to send documents to the e-mail address and folder of a logged on user.



IMPORTANT

Depending on the network environment, set up of the authentication server may be required beforehand.

Logging in to Authorized Send

The following describes how to log in to Authorized Send.



Press \bigcirc (SEND) \rightarrow place your originals.

The Authorized Send log-in screen appears.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
 - <Enter the Department ID and Password using the numeric keys.>
 - < You must insert a control card.>
- < Enter the User ID and Password.>

Enter your User Name and password and specify the login destination.

User

Password

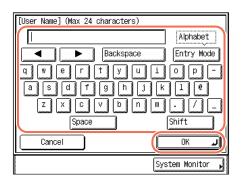
Server

Canon

System Monitor

Press [User].

3



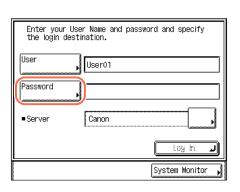
Enter your user name (up to 24 characters) using the on-screen keyboard → press [OK].



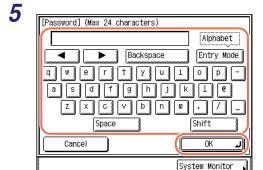
NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4

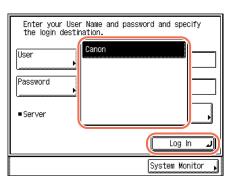


Press [Password].



Enter your password (up to 24 characters) using the on-screen keyboard → press [OK].





Select the server name you want to log in to from the Server drop-down list → press [Log In].

If you are successfully authenticated, the top screen (Send) appears.

Specify the destination, scan settings, send settings, and press (أ) (Start) to send documents.



∧ NOTE

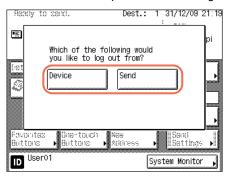
For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.

Press (D) (Log In/Out).

You are logged out of Authorized Send and the display returns to the Authorized Send log-in screen.



If [Display confirm screen when logged out] is selected on the Send Function
 Authentication Settings page, the following screen may appear when you are logged
 out. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)
 Press [Send] to log out of Authorized Send only or [Device] to log out of other security
 features such as Department ID Management simultaneously.



 When the machine enters the Sleep mode or after the Auto Clear mode is activated, you are automatically logged out of Authorized Send.

Sending Documents to Your E-Mail Address Using Authorized Send

Authorized Send offers an easy way to specify your e-mail address as the destination when you send documents via e-mail. The machine automatically obtains your e-mail address from an authentication server during communication with the server when you log in to Authorized Send. With the press of [Send Mail To Self], you can specify your e-mail address as destination.

The following describes how to use Authorized Send to specify your e-mail address as destination.



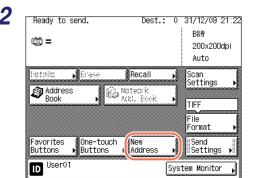
IMPORTANT

To specify your e-mail address as destination, make sure of the following:

- [Allow] or [Only allow sending to own address] in [E-mail Send] is selected. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
- Your e-mail address attribute is registered on an authentication server. (Consult your network administrator.)

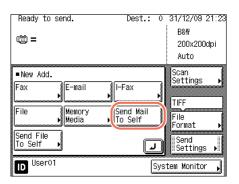
1 Follow steps 1 to 6 in "Logging in to Authorized Send," on p. 2-35.

The top screen (Send) appears.



Press [New Address].

3



Press [Send Mail To Self].

Your e-mail address appears on the top screen.

4 Specify the scan settings, send settings, and press 🍪 (Start) to send documents.



NOTE

- For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ③ (Start). (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

Sending Documents to Your Folder Using Authorized Send

Authorized Send offers an easy way to specify your folder as the destination when you send documents to a file server. If Active Directory is used as an authentication server, the machine automatically obtains your home directory name (folder name) from an authentication server during communication with the server when you log in to Authorized Send. With the press of [Send File To Self], you can specify this folder as destination.

The following describes how to use Authorized Send to specify your folder as destination.

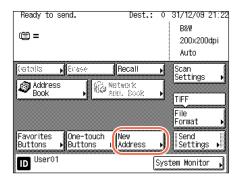
IMPORTANT

- To specify your folder as destination, make sure of the following:
 - [Allow] or [Only allow sending to own address or specified folder] in [File Send] is selected. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
 - Your home directory attribute is registered on an authentication server. (Consult your network administrator.)
- If Active Directory is not used as an authentication server, or you want to manually specify your folder as destination, the folder specified in [Folder Path] under [Specify destination folder] is used as the destination when [Send File To Self] is pressed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

1 Follow steps 1 to 6 in "Logging in to Authorized Send," on p. 2-35.

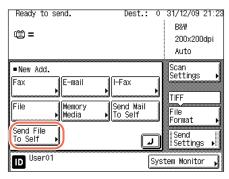
The top screen (Send) appears.

2



Press [New Address].

3



Press [Send File To Self].

Your folder path appears on the top screen.



NOTE

If the settings under <When Sending File to Own Address> are configured to display an authentication screen, the File screen appears when you press [Send File To Self]. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

4 Specify the scan settings, send settings, and press () (Start) to send documents.



NOTE

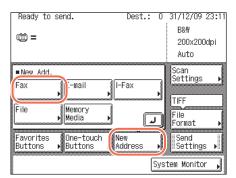
For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.

Switching Temporarily to Tone Dialing

Many fax information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse line, follow the procedure below to set the machine temporarily for tone dialing.

1 Press (SEND).

2



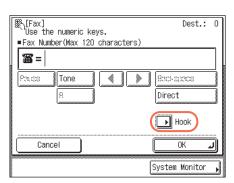
Press [New Address] \rightarrow [Fax].



NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

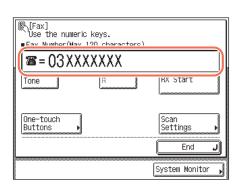


Press [Hook].



IMPORTANT

If the machine is in the Department ID Management with the optional Copy Card Reader-F1, do not remove the control card. Removing the card results in the disconnection of the line.



Enter the number of the information service using ① - ③ (numeric keys).

If the number is registered in the one-touch buttons, you can also press [One-touch Buttons] to specify the number. (See "Using the One-Touch Buttons," on p. 4-35.)

In this step, the key listed below is also available as needed.

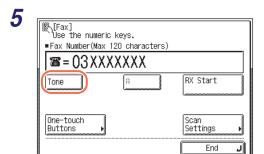
System Monitor

[R]: Press to use the R-key. (See "Calling from an Extension," on p. 2-50.)



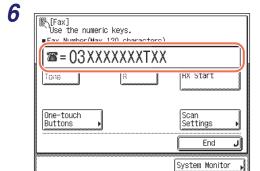
NOTE

The Address Book (p. 4-24) and Job Recall feature (p. 4-51) cannot be used to specify the number.



When your call is answered and you hear the recorded message of the information service, press [Tone].

After you press [Tone], the letter <T> appears on the touch panel display.

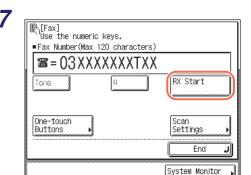


Enter the numbers requested by the information service using



NOTE

If you require more information about the service, contact the company providing the service.



Press [RX Start] if you require a faxed copy of the information.

If you do not require a faxed copy of the information, press [End].

Specifying the Time to Start Sending (Delayed Send)

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.



IMPORTANT

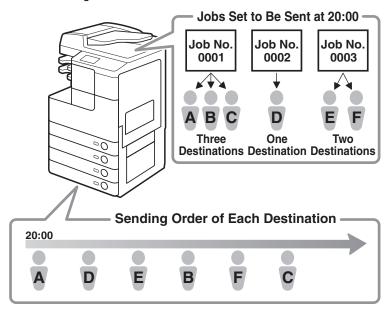
If the machine has delayed send jobs, the timer of the Auto Shutdown Time will start (if set) after the delayed send jobs are sent. (Be sure to set the Auto Shutdown Time setting to 'Off', if the optional Super G3 Fax Board-AG1 is attached to the machine.) For more information on the Auto Shutdown Time setting, see Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.



∧ NOTE

- You can reserve up to 64 jobs for the Delayed Send mode. However, the actual number of jobs that can be reserved may be less than 64 under the following conditions:
 - If multiple documents are being sent at the same time
 - If large documents are being sent
- The maximum number of delayed send jobs might also be reduced if there are jobs other than those for the Delayed Send mode or if there are other factors affecting the specified destinations.
- The Delayed Send mode cannot be used when:
 - Sending scanned documents to a USB memory media device
 - Sending fax documents in the Direct Sending mode or Manual Sending mode
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Checking/Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)

• If multiple send jobs reach their delayed send time simultaneously, documents are sent in the following order:



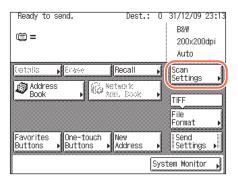
Press (SEND) → place your originals → specify the destination.



NOTE

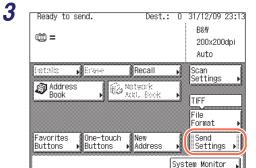
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."





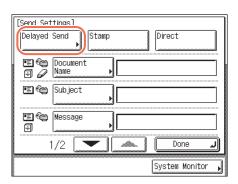
Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."



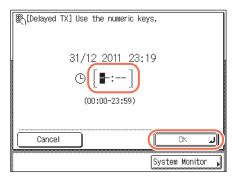
Press [Send Settings].

4



Press [Delayed Send].

5



Enter the send time using ⊚ - ⊚ (numeric keys) → press [OK].

Enter all four digits of the time (including zeros), using 24-hour notation.

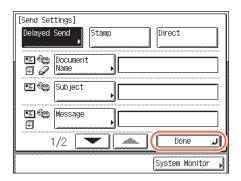
Examples:

9:05 a.m. \rightarrow 0905 4:18 p.m. \rightarrow 1618

If you set a time earlier than the current time, the document will be sent at that time on the next day.



If you make a mistake when entering the send time, press © (Clear) to clear your entry → enter another four digit number.



Press [Done].



NOTE

To cancel the Delayed Send mode, press [Delayed Send] → [Cancel].

Press ((Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The document is stored in memory, and sent to the specified destination at the specified time.



∧ NOTE

You can cancel a delayed send job from the System Monitor screen. (See "Checking/ Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)

Sending Documents to More Than One Destination (Sequential Broadcast)

Sequential Broadcast enables you to scan documents once and send them to several destinations. With this sending method, you can send the same document to a maximum of 532 destinations.



NOTE

- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group address. (See "Group Addresses," on p. 4-21.)
- If you specify destinations using a group address, each destination is counted as a separate address.

- When Restrict Sequential Broadcast in Restrict the Send Function is set to 'Prohibit Broadcast', you cannot send documents to multiple destinations if these destinations contain a fax address. (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)
- You cannot cancel sending the document to only one destination out of the multiple destinations.

1 Press (SEND) → place your originals.

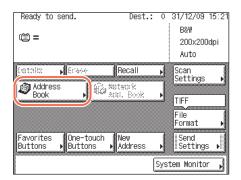


For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.

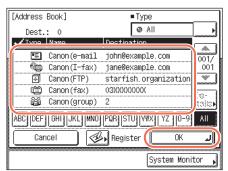
2 Specify the destinations.

Use the Address Book to select the desired destinations, and/or use ① - ⑨ (numeric keys) or the on-screen keyboard to enter the recipient's address digit by digit.

• If you use the Address Book:



☐ Press [Address Book].



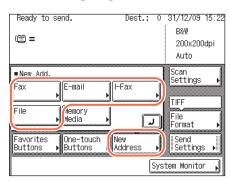
Select the destinations from the Address Book list → press [OK].

You can select up to 500 destinations.



- To cancel a selected destination, select the destination again to clear the check mark.
- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) If you specify multiple file server addresses, an error message appears when you press (③) (Start) in step 5.

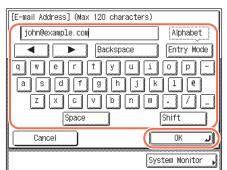
● If you use ⊚ - ⊚ (numeric keys) or the on-screen keyboard:



□ Press [New Address] → select [E-mail], [I-Fax], [File], or [Fax].



Depending on the settings under <Send Restriction Settings>, [E-mail], [I-Fax], [File], or [Fax] may not be displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)



Specify the destination using ① - ⑨ (numeric keys) or the on-screen keyboard → press [OK].

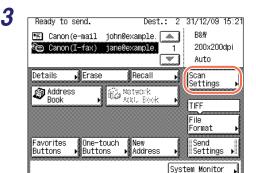


NOTE

For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2.

☐ Repeat these steps until all the destinations are specified.

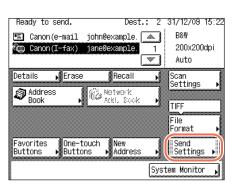
You can specify up to 32 destinations.



Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."





Press [Send Settings] to specify the send settings you require → press [Done].

For more information, see "Basic Sending Methods," on p. 2-2.

5 Press **(i)** (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 4 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



NOTE

- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ③ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

Calling from an Extension

When calling an outside line from an extension, the outside line access number (such as 0) is normally dialed before the destination fax number. Likewise, when the machine is connected to an extension, the outside line access number needs to be entered before fax numbers. You can also enter a pause time (i.e., the amount of time the machine waits after dialing the outside line access number when calling from an extension) together with these numbers.

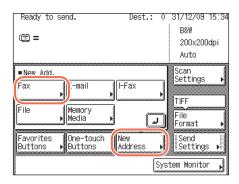
1 Press **②** (SEND) → place your originals.



NOTE

For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.

2



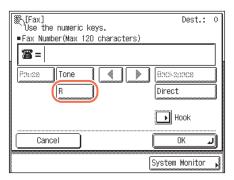
Press [New Address] → [Fax].



NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3



Press [R].

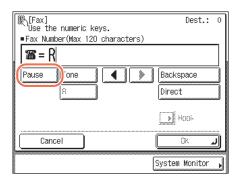
If you have not registered the outside line access number in the R-key, [R] is not available. Use ① - ⑨ (numeric keys) to enter the outside line access number.



NOTE

For instructions on how to register the outside access number in the R-key, see Chapter 4, "Setting the Send Function," in the *System Settings Guide*.





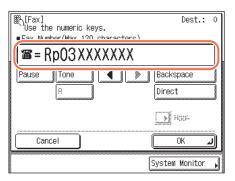
Press [Pause].



🤌 NOTE

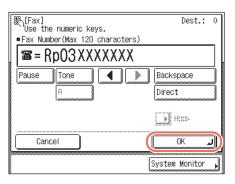
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
 - The pause time entered in the middle of a fax number (lower-case p) is set to four seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-25.)
 - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- Enter the pause time equivalent in length to the time required for the outside line dial tone to be heard after the outside line access number is called.





Enter the fax number (up to 120 characters) using ① - ⑨ (numeric keys).





Press [OK].

The specified destination appears on the top screen.

• If you want to check or change the specified destination:

□ Press [Details] → check or change the destination's information → press [OK].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

If you want to delete the specified destination:

☐ Press [Erase].

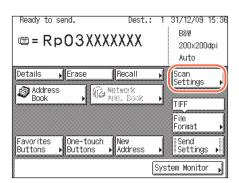
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.



NOTE

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step $5 \rightarrow$ press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

7



Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

8 Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or 🚳 (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

Dialing an Overseas Number

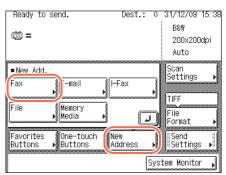
When you dial an overseas number, you may need to insert a pause time (i.e., the amount of time the machine waits after dialing the international fax number) within the number. Follow this procedure to enter pauses together with an international fax number.

1 Press (SEND) → place your originals.



For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.

2



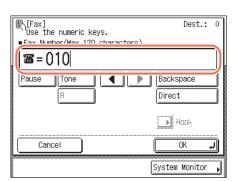
Press [New Address] \rightarrow [Fax].



NOTE

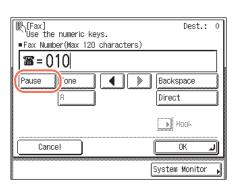
If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3



Enter the international access code using \odot - \odot (numeric keys).

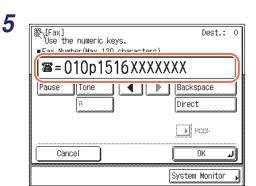
4



If necessary, press [Pause] to enter a pause time.

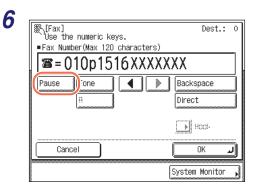


- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
- The pause time entered in the middle of a fax number (lower-case p) is set to four seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-25.)
- The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- Enter a pause time long enough to allow the dial tone to be heard after the international access code is dialed.

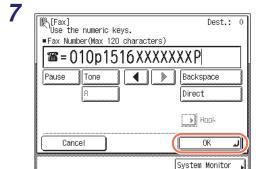


Enter the country code, the area code, and the fax number using

① - ⑨ (numeric keys).



If necessary, press [Pause] to enter a pause time at the end of the fax number.



Press [OK].

The specified destination appears on the top screen.

• If you want to check or change the specified destination:

☐ Press [Details] → check or change the destination's information → press [OK]. For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

• If you want to delete the specified destination:

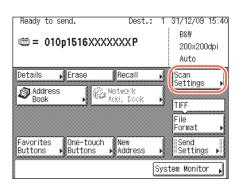
☐ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.



If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step $5 \rightarrow$ press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)





Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

9 Press 🍥 (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or 🚳 (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

Canceling Sending Documents

Follow the procedure below to cancel a transmission in progress.

1 Press ((Stop) during transmission.

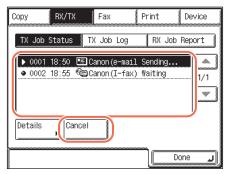
The TX Job Status screen appears.



NOTE

- If the Device screen appears, press [RX/TX].
- You can also display the TX Job Status screen by pressing [System Monitor] → [RX/TX]. (See "Checking/Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)





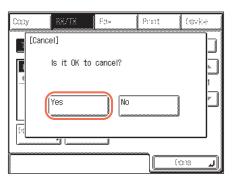
Select the job you want to cancel → press [Cancel].



IMPORTANT

If you are logged out of Authorized Send, [Cancel] is not available.

3



Press [Yes].

An alarm sounds and document transmission is canceled.

A TX Report is printed automatically, unless this feature has been turned off. (See "TX Report," on p. 8-9.)

4 Press / (Reset) to return to the top screen.

Specifying the Scan Settings



This chapter describes the scanning features.

Specifying the Color Mode and Resolution	3-2
Specifying the Document Size	3-6
Adjusting the Density and Image Quality	3-9
Scanning Two-Sided Originals	. 3-13
Scanning Different Size Originals Together (Different Size Originals)	. 3-15
Adjusting the Density of Background Color	. 3-17
Specifying the File Format	. 3-20
Stamping Originals Which Have Already Been Scanned	. 3-23

Specifying the Color Mode and Resolution

You can specify the color mode and resolution of scanned originals for sending. The color mode setting enables you to select whether to scan originals in black-and-white or color. The resolution setting enables you to send documents with fine text and images clearly by changing resolution from low to high. The higher the resolution, the higher the output quality, but the longer the sending time.



NOTE

The default settings are:

- Color Mode: 'B&W'

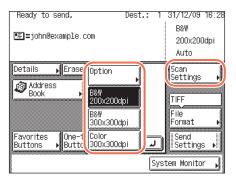
- Resolution: '200 × 200 dpi'

Press \bigcirc (SEND) \rightarrow place your originals \rightarrow specify the destination.



NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."



Press [Scan Settings] → select the desired mode from the three preset scan modes.

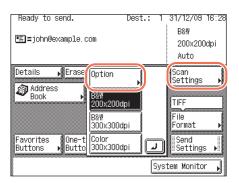
Preset scan modes consist of color mode and resolution settings.

IMPORTANT

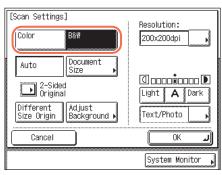
- The following combinations of file format and preset scan modes are not available:
- [JPEG], [PDF (Compact)], or [PDF (Compact+OCR)] as the file format and [B&W 200×200 dpi] or [B&W 300×300 dpi] as the scan mode
- [TIFF] as the file format and [Color 300 × 300 dpi] as the scan mode
- [Color 300 × 300 dpi] is not available when sending I-faxes or faxes.

 If the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is not activated and the optional Super G3 Fax Board-AG1 is attached to the machine, $[200 \times 200 \text{ dpi (Fine)}]$, $[200 \times 400 \text{ dpi (SuperFine)}]$, and $[400 \times 400 \text{ dpi (UltraFine)}]$ appear as preset scan modes.

If you want to specify the color mode and resolution separately:



□ Press [Scan Settings] → select [Option].



Select the desired color mode.

Always scans in color regardless of whether the original is in color or [Color]:

black-and-white.

Always scans in black-and-white regardless of whether the original is [B&W]:

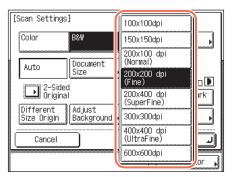
in color or black-and-white.

IMPORTANT

- If you are sending documents via I-fax or fax, be sure to select [B&W]. You cannot send color documents via I-fax or fax.
- The following combinations of file format and color mode are not available:
- [JPEG], [PDF (Compact)], or [PDF (Compact+OCR)] as the file format and [B&W] as the color mode
- [TIFF] as the file format and [Color] as the color mode



If a black-and-white original is scanned in [Color], it is counted as a color scan.

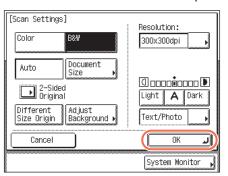


□ Press the Resolution drop-down list → select the desired resolution.

If you want to use less memory and make the sending time shorter, select a low resolution.

IMPORTANT

- If you select [Color] as the color mode, you can select [100 × 100 dpi], [150 × 150 dpi], $[200 \times 200 \text{ dpi}]$, or $[300 \times 300 \text{ dpi}]$ as the available resolution.
- If you select [PDF (Compact)] or [PDF (Compact+OCR)] as the file format, the resolution is set to $[300 \times 300 \text{ dpi}]$ automatically. You cannot select the resolution other than [300 × 300 dpi] for [PDF (Compact)] or [PDF (Compact+OCR)].
- If you are sending documents via I-fax, you can select [200 × 100 dpi], [200 × 200 dpi], $[200 \times 400 \text{ dpi}]$, $[300 \times 300 \text{ dpi}]$, $[400 \times 400 \text{ dpi}]$, or $[600 \times 600 \text{ dpi}]$ as the available resolution.
- If you are sending documents via fax, you can select [200 × 100 dpi], [200 × 200 dpi], $[200 \times 400 \text{ dpi}]$, or $[400 \times 400 \text{ dpi}]$ as the available resolution.
- The maximum size of an image that you can send at a resolution of 600 × 600 dpi is A3. If the image exceeds this size, it may be cut off.
- If you send a long original at a resolution of 600 × 600 dpi, the periphery of the original image may cut off slightly.
- If you are sending documents via fax, the maximum size of an image that you can send at a resolution of 400 × 400 dpi is A3.



☐ Press [OK].



NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (// (Reset).

3 Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press (3) (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

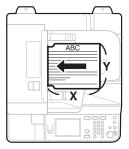
Specifying the Document Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies.



IMPORTANT

- The machine cannot automatically detect the size of the originals listed below. Specify the size of these documents manually.
 - Nonstandard size originals
 - Highly transparent originals, such as transparencies
 - Originals with an extremely dark background
 - A5R or smaller than A5 originals that are placed on the platen glass (A5 originals are available on imageRUNNER 2545i/2545/2535i/2535)
- If a document size setting other than [Auto] is specified, the following modes cannot be used:
 - Different Size Originals (See "Scanning Different Size Originals Together (Different Size Originals)," on p. 3-15.)
 - Stamp (See "Stamping Originals Which Have Already Been Scanned," on p. 3-23.)
- If you place your originals into the feeder, their horizontal length (X) to the scanning direction is scanned at the actual size of your originals even if you manually specify the document size different from your originals. The vertical length (Y) to the scanning direction is scanned at the document size you specify manually.





NOTE

The default setting is 'Auto'.

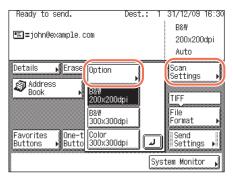
destination.



NOTE

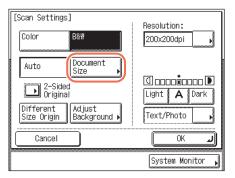
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."



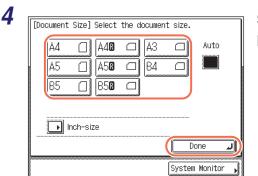


Press [Scan Settings] → select [Option].





Press [Document Size].



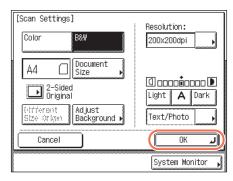
Select the document size → press [Done].



NOTE

To select the paper size in inches, press [Inch-size].

5



Press [OK].



NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (Reset).

Press ((Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press ($\stackrel{\circ}{\bullet}$) (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Adjusting the Density and Image Quality

You can adjust the density and image quality of scanned originals for sending. The density setting enables you to adjust the lightness/darkness of scanned originals for sending. The image quality setting enables you to improve the image quality of scanned originals for sending, simply by selecting the original type ([Text], [Text/ Photo], or [Photo]) that closely matches your originals. Based on the selected original type, the machine automatically adjusts the image quality to the most suitable level for your originals.



NOTE

The default settings are:

- Density: '5'
- Image Quality: 'Text/Photo'
- Press \bigcirc (SEND) \rightarrow place your originals \rightarrow specify the destination.

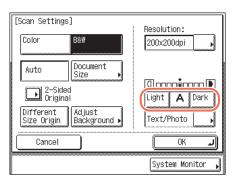


NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."
- Press [Scan Settings] → select [Option].

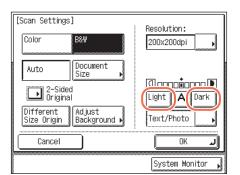
For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3



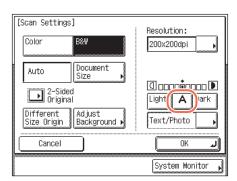
Press [Light], [Dark], or [A] to adjust the scan density.

If you want to adjust the scan density manually:



☐ Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

If you want to adjust the scan density automatically:



☐ Press [A].

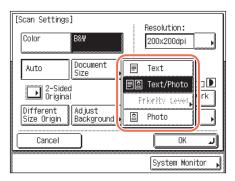
The scanning density is automatically adjusted to the level best suited to the quality of the original.



NOTE

If the original is scanned in color or is a transparency, adjust the scan density manually.





Press the original type drop-down list → select the desired mode to adjust the image quality.

[Text]: This mode is best suited for scanning text originals. Blueprints or

pencil drawn originals can also be scanned clearly.

[Text/Photo]: This mode is best suited for scanning originals containing both

text and photos.

[Photo]: This mode is best suited for scanning photos printed on

photographic paper, or photo originals containing halftones (e.g.,

printed photos).



IMPORTANT

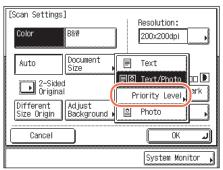
- Combinations of these three modes ([Text], [Text/Photo], and [Photo]) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you use the Photo mode to scan an original containing halftones, such as a printed image, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See "Adjusting the Contrast (Sharpness)," on p. 7-15.)



NOTE

If you adjust the scan density automatically in step 3, this setting is disabled.

If you select [Text/Photo]:

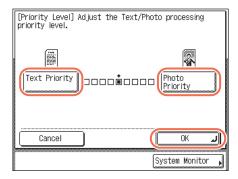


□ Press the original type drop-down list → select [Priority Level].



IMPORTANT

[Priority Level] is not available when [B&W] is selected as the color mode.

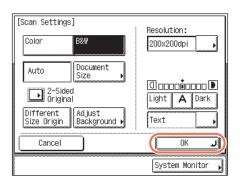


☐ Press [Text Priority] or [Photo Priority] to adjust the degree of priority for text or photo images → press [OK].

[Text Priority]: Priority is given to the faithful reproduction of text.

[Photo Priority]: Priority is given to the faithful reproduction of photos, with as little

moiré effect as possible.



Press [OK].



NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (/ (Reset).

Press (1) (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press 3 (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



5

NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Scanning Two-Sided Originals

You can set the machine to automatically turn over two-sided originals placed in the feeder, so that each side is scanned separately.



IMPORTANT

- This mode is available only when the machine is equipped with the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).
- When you are scanning originals with a horizontal (landscape) orientation, such as A4R, make sure to place them horizontally in the feeder. If these originals are placed vertically, the back sides of these originals are scanned upside down.

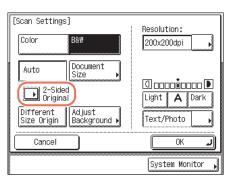


NOTE

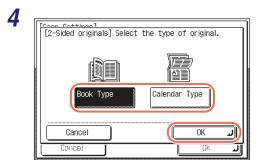
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."
- 2 Press [Scan Settings] → select [Option].

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3



Press [2-Sided Original].



Select the type of original → press [OK].

[Book Type]: The front and back sides of the original have the same

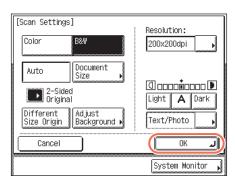
top-bottom orientation.

System Monitor

[Calendar Type]: The front and back sides of the original have opposite

top-bottom orientations.

5



Press [OK].



To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (// (Reset).

Press (i) (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

The scanned data is sent to the specified destination when scanning is complete.

Scanning Different Size Originals Together (Different Size Originals)

The Different Size Originals mode enables you to place different size originals into the feeder and scan them at the same time.

The combinations of the paper sizes available for the Different Size Originals mode are as follows:

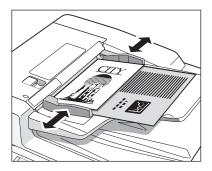
- A4 and A3
- A4R and A5



IMPORTANT

- The combinations other than described above may wrinkle originals.
- The Different Size Originals mode is available only when the machine is equipped with the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).
- Make sure that the different sized originals are of the same weight (paper type).
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- The Different Size Originals mode cannot be used with the following modes:
 - Document Size (except for [Auto]) (See "Specifying the Document Size," on p. 3-6.)
 - Stamp (See "Stamping Originals Which Have Already Been Scanned," on p. 3-23.)





Press \bigcirc (SEND) \rightarrow place your originals into the feeder \rightarrow specify the destination.

Align the top and bottom edges of the originals with the edges of the feeder by adjusting the slide guides.



NOTE

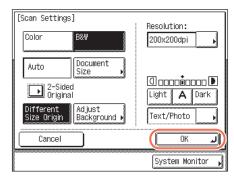
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2 Press [Scan Settings] → select [Option].

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

[Scan Settings] Resolution: Color 200x200dpi Document Auto 2-Sided Original Light 🛮 🗛 🖟 Dark Different Size Origin Adjust Background) Text/Photo Cancel System Monitor

Press [Different Size Origin].



Press [OK].



NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (// (Reset).

Press (4) (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

The scanned data is sent to the specified destination when scanning is complete.

Adjusting the Density of Background Color

This mode enables you to adjust the density of the background color when scanning color originals. You can adjust red, green, and blue separately.



IMPORTANT

The setting for [Adjust Background] is invalid when all of the conditions below are met.

- $[100 \times 100 \text{ dpi}]$, $[150 \times 150 \text{ dpi}]$, or $[200 \times 100 \text{ dpi}]$ is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-9.)

To activate [Adjust Background], change the settings.

Press \bigcirc (SEND) \rightarrow place your originals \rightarrow specify the destination.

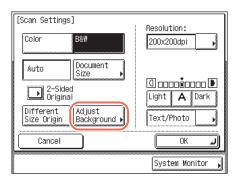


NOTE

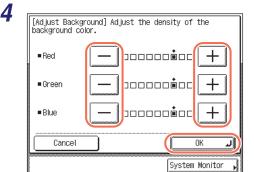
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."
- Press [Scan Settings] → select [Option].

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3



Press [Adjust Background].

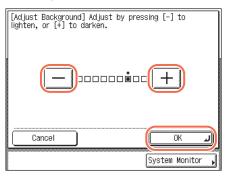


Press [-] or [+] to specify the amount of each color that you want to adjust \rightarrow press [OK].

You can adjust the density of each color by pressing [-] or [+]. Press [-] to make the color lighter, or press [+] to make the color darker.

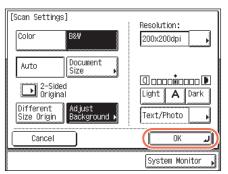
NOTE

• If the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is not activated and the optional Super G3 Fax Board-AG1 is attached to the machine, the screen pictured below appears in this step. Press [-] or [+] to adjust the density of the background color \rightarrow press [OK].



• If you adjust the density of the background color, the automatic scan exposure setting specified in "Adjusting the Density and Image Quality," on p. 3-9 is canceled, and the original is scanned according to the settings in this step.

5



Press [OK].



NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press (/ (Reset).

6 Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press ($\hat{}$) (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.



The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Specifying the File Format

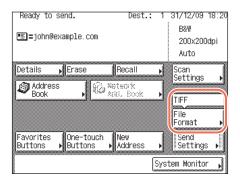
The machine offers a variety of file formats you can select from when scanning originals. Scanned originals are converted to the specified file format and are sent via e-mail or to a file server or USB memory media device.

Press \bigcirc (SEND) \rightarrow place your originals \rightarrow specify the destination.



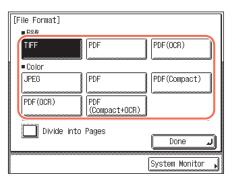
∧ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the Reference Guide.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."



Press [File Format].

3



Select a file format for sending your document.

<B&W>

The following file formats are available when you scan originals in black-and-white:

[TIFF]: Sends the file in the TIFF format. [PDF]: Sends the file in the PDF format.

[PDF (OCR)]: Enables you to perform OCR (Optical Character Recognition) on

> a scanned original to create a PDF with searchable text. You can search the text using Adobe Reader/Adobe Acrobat Reader, or

your operating system's search function.

<Color>

The following file formats are available when you scan originals in color:

[JPEG]: Sends the file in the JPEG format. [PDF]: Sends the file in the PDF format.

[PDF (Compact)]: Enables you to send files containing text originals or text/photo

originals using a higher compression ratio than normal PDF. The resulting file or data size is smaller than when compressed as normal PDF, so this format is recommended for jobs that are to

be sent over the network.

[PDF (OCR)]: Enables you to perform OCR (Optical Character Recognition) on

a scanned original to create a PDF with searchable text. You can search the text using Adobe Reader/Adobe Acrobat Reader, or

your operating system's search function.

[PDF Sends the file in combinations of [PDF (Compact)] and [PDF

(Compact+OCR)]: (OCR)].

IMPORTANT

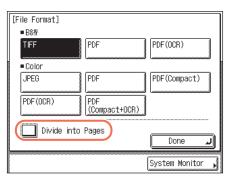
[PDF (OCR)] and [PDF (Compact+OCR)] are available only when the optional OCR function is activated.



∧ NOTE

- If you select [PDF (Compact)] or [PDF (Compact+OCR)] as the file format, it is recommended that you set the image quality setting to either 'Text/Photo' or 'Text'. (See "Adjusting the Density and Image Quality," on p. 3-9.)
- To view a JPEG file, a software application that supports the JPEG format is required.
- To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

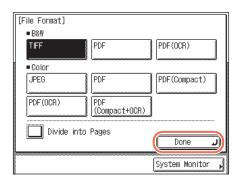
If you want to separate multiple images and send them as separate files, each of which consists of only one page:



- □ Press [Divide into Pages].
 - If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

IMPORTANT

If you select [JPEG] as the file format in this step, [Divide into Pages] is automatically activated.



Press [Done].

Press ((Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display \rightarrow press (\$) (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

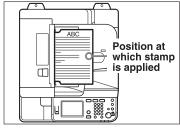


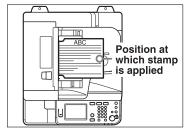
NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Stamping Originals Which Have Already Been Scanned

The feeder directly applies a stamp (about 3 mm in diameter) on the front side of originals after scanning them, so that you can distinguish scanned originals from those that have not been scanned.





Vertical Placement

Horizontal Placement



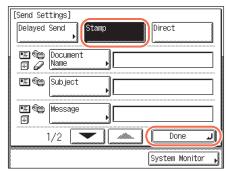
- The Stamp mode is available only when the following options are attached to the machine:
 - Stamp Unit-B1
 - Feeder* (DADF-AA1 for the imageRUNNER 2545/2535 or DADF-AB1 for the imageRUNNER 2530/2525/2520)
- * Standard-equipped for the imageRUNNER 2545i/2535i/2530i/2525i/2520i.
- The Stamp mode cannot be used with the following modes:
- Document Size (except for [Auto]) (See "Specifying the Document Size," on p. 3-6.)
- Different Size Originals (See "Scanning Different Size Originals Together (Different Size Originals)," on p. 3-15.)
- Direct Sending (See "Direct Sending," on p. 2-28.)
- Manual Sending (See "Manual Sending," on p. 2-31.)



- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

Ready to send. 31/12/09 18:20 Dest.: B&W ः=john@example.com 200x200dpi Auto Details ▶ Erase Recall Scan Settings Address Book (Network TIFF Format Favorites One-touch New Address ||Send ||Settings Buttons Buttons System Monitor

Press [Send Settings].



Press [Stamp] → [Done].



NOTE

To cancel the Stamp mode, press [Stamp] again.

Press () (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ((Stop).

The scanned data is sent to the specified destination when scanning is complete.

A stamp mark (\bigoplus) appears on the original output.



NOTE

- If the stamp mark is not clear, see Chapter 5, "Routine Maintenance," in the Reference
- The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Specifying Destinations Easily and Quickly



This chapter describes useful methods for specifying destinations when you send documents.

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Overview of Methods for Specifying Destinations

This machine provides you with various ways to specify destinations, besides using (0) - (9) (numeric keys) to enter a destination's address each time you send documents. This section provides an overview of methods that make it easier to specify destinations.

■ Address Book/One-Touch Buttons (See "Address Book," on p. 4-3, and "One-Touch Buttons," on p. 4-31.)

The Address Book is a feature used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in the one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send documents.

■ Favorites Buttons (See "Favorites Buttons," on p. 4-40.)

You can register frequently used scan settings, send settings, and destinations in a favorites button for future use. This feature is useful if you frequently send documents with the same document settings to the same destination. Once you register a favorites button, you can send documents simply by selecting the favorites button containing the desired document settings and destinations, and pressing (§) (Start).

■ Job Recall (See "Job Recall," on p. 4-51.)

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

■ LDAP Server (See "LDAP Server," on p. 4-54.)

You can specify e-mail addresses and fax numbers by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. E-mail addresses and fax numbers obtained via the server can be specified as destinations or stored in the Address Book.

Address Book

The Address Book is a feature used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in the one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send documents.

This section describes how to register, use, and edit the Address Book.



IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)



NOTE

The Address Book can be exported and imported using the Remote User Interface. (See Chapter 2, "Managing Jobs and Machine Data," in the Remote UI Guide.)

Registering the Address Book

Follow the procedures below to register destinations in the Address Book.

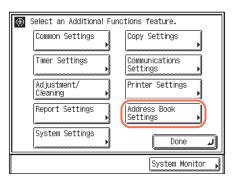
E-Mail Addresses

The following describes how to register e-mail addresses in the Address Book.

Display the Register Address screen.

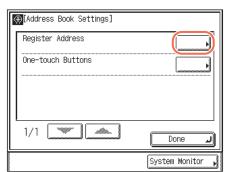
You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Address screen) on the Address Book screen.

• If you want to access from the Additional Functions screen:



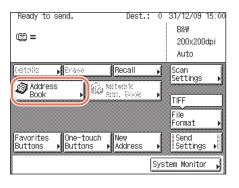
☐ Press (※) (Additional Functions) → [Address Book Settings].

If a password has been set for the Address Book, enter the password using \bigcirc - \bigcirc (numeric keys) \rightarrow press \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)

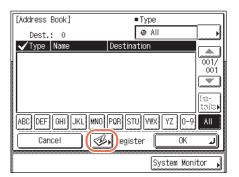


☐ Press [Register Address].

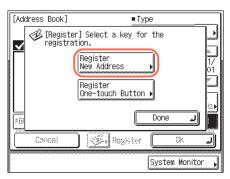
If you want to access using the Register key on the Address Book screen:



□ Press (SEND) → [Address Book].

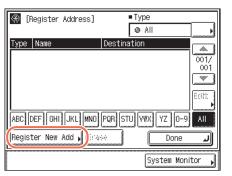


☐ Press 🐼.



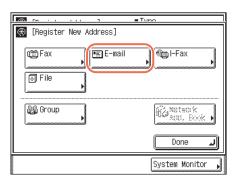
□ Press [Register New Address].





Press [Register New Add].

3



Press [E-mail].

(E-mail Address] (Max 120 characters) john@example.com Alphabet Backspace Entry Mode 0 p | | -С b Space Shift Cancel Next

Enter the e-mail address (up to 120 characters) using the on-screen keyboard → press [Next].

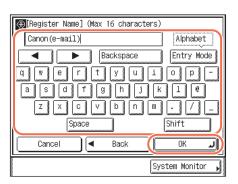


NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.

System Monitor

5



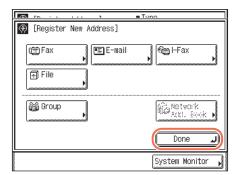
Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



NOTE

The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

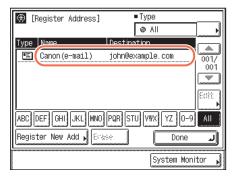
6



Press [Done].

The display returns to the Register Address screen.

The e-mail address and register name you specified appear on the Register Address screen as follows:

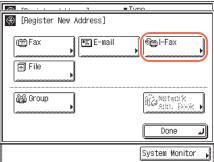


(Reset) to return to the top screen.

I-Fax Addresses

The following describes how to register I-fax addresses in the Address Book.

- Display the Register Address screen → press [Register New Add]. For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.
- 2



Press [I-Fax].

⊕[I-Fax Address] (Max 120 characters) jane@example.com Alphabet Backspace Entry Mode 0 p | | -С b Space Shift Cancel Next

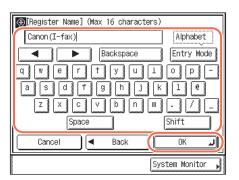
Enter the I-fax address (up to 120 characters) using the on-screen keyboard → press [Next].



NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.

System Monitor



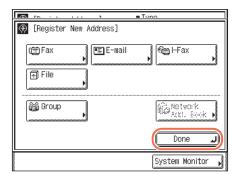
Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



NOTE

The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

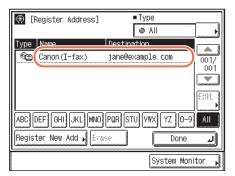
5



Press [Done].

The display returns to the Register Address screen.

The I-fax address and register name you specified appear on the Register Address screen as follows:

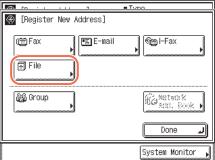


(Reset) to return to the top screen.

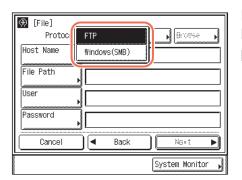
File Server Addresses

The following describes how to register file server addresses in the Address Book.

- Display the Register Address screen → press [Register New Add]. For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.
- 2



Press [File].



Press the Protocol drop-down list → select the desired server protocol.

The following server protocols are available.

The table below shows the system requirements for the server that is compatible with IPv4.

Protocol	System Requirements	Application
FTP	Sun Solaris 2.6 or later, Mac OS X, or Red Hat Linux 7.2	-
	Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista/Server 2008	Internet Information Services 7.0
	Windows 7/Server 2008 R2	Internet Information Services 7.5
Windows (SMB)	Windows 2000/XP/Vista/7/ Server 2003/Server 2008	-
	Mac OS X/UNIX/Linux	Samba 2.2.8a or later

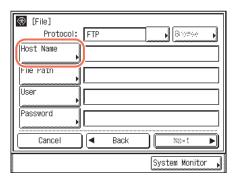
The table below shows the system requirements for the server that is compatible with IPv6.

Protocol	System Requirements	Application
FTP	Solaris Version 9 or later, Red Hat Enterprise Linux AS/ES/WS 4.0 or later, or Mac OS X 10.3 or later	-

Specify a file server as the destination.

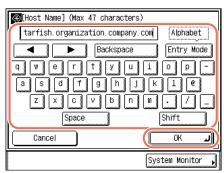
When specifying a file server, you need to set the host name, file path, user name, and password. You can use the on-screen keyboard to set these items, or use the Browse key on the File screen to specify a file server if [Windows (SMB)] is selected as the server protocol in step 3. With the Browse key you can search for and specify a file server connected to a specific network.

• If you use the on-screen keyboard:

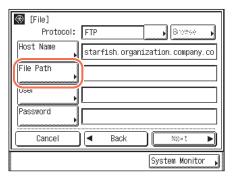


☐ Press [Host Name].

A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to specify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

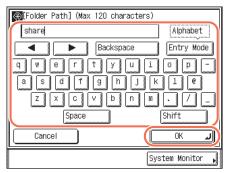


□ Enter the host name (up to 47 characters or 120 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].

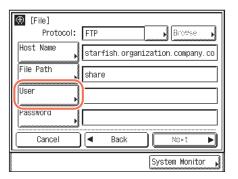


☐ Press [File Path].

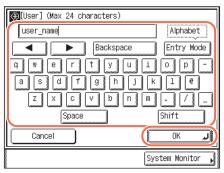
A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.



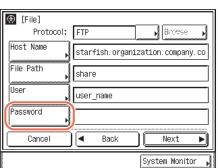
□ Enter the file path (up to 120 characters) using the on-screen keyboard → press [OK].



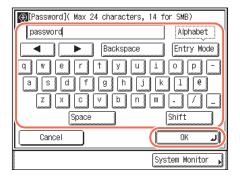
☐ Press [User].



☐ Enter the user name (up to 24 characters) using the on-screen keyboard → press [OK].



☐ Press [Password].



- ☐ Enter a password (up to 24 characters or 14 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].
 - After pressing [OK], the characters that you enter for the password are displayed as asterisks (*******) on the [File] screen.

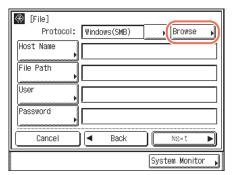
IMPORTANT

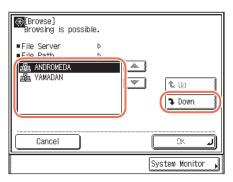
If Language Switch in Common Settings is set to 'On', the characters entered in [Host Name] and [File Path] may not be displayed correctly, so you may not be able to refer to them.

NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- If you are sending to an iW Document Manager* folder, set the FTP server address specified in iW Gateway as the destination. Using iW Document Manager and the Send function of the machine enables you to manage digitized paper documents and computer data on the network. For more information on the iW Document Manager, see the appropriate iW Gateway documentation.
 - * a document management system provided by Canon

If you use the Browse key:





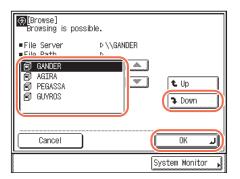
☐ Press [Browse].



After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See Chapter 7, "Other System Settings," in the System Settings Guide.)

□ Select the desired workgroup → press [Down].

Press [▼] or [▲] to scroll to the desired workgroup if it is not displayed.



□ Select the desired file server → press [Down] or [OK].

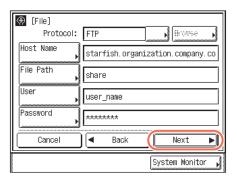
If you want to send scanned documents in a specific folder in the selected file server, press [Down] → select the desired folder → press [OK]. If not, press [OK].



NOTE

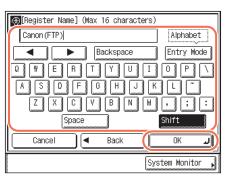
- If the Enter Network Password screen is displayed, enter your user name and network password → press [OK].
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.





Confirm your settings → press [Next].



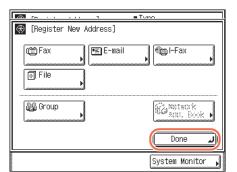


Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



NOTE

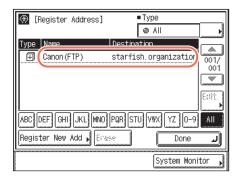
The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.



Press [Done].

The display returns to the Register Address screen.

The file server address and register name you specified appear on the Register Address screen as follows:



Press (Reset) to return to the top screen.

Fax Numbers

The following describes how to register fax numbers in the Address Book.

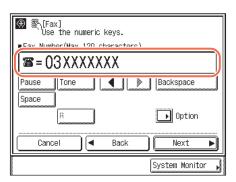
Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

(Register New Address) 🖫 E-mail €⊜ I-Fax (∰) Fax 🗐 File 🔐 Group Watwork Add, Book Done

Press [Fax].

3



System Monitor

Enter the fax number (up to 120 characters) using (0) - (9) (numeric keys).

[Pause]: Press to insert a pause of several seconds in the fax number you

> are dialing. If you insert a pause within the fax number, the letter is displayed between the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an

Overseas Number," on p. 2-52.)

[Tone]: Press when you want to directly call an extension line that is

> connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears.

[R]: Press to use the R-key. (See "Calling from an Extension," on

p. 2-50.)

[**∢**][**▶**]: Press to move the position of the cursor.

[Backspace]: Press to delete the number immediately to the left of the cursor.

[Space]: Press to insert a space between numbers.

[Option]: Press to specify optional settings in the next step.

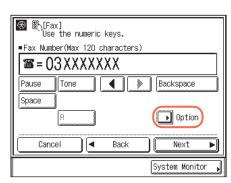
IMPORTANT

You cannot insert a pause at the beginning of a number.



- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
- The pause time entered in the middle of a fax number (lower-case p) is set to four seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-25.)
- The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press © (Clear) to clear your entry.





Press [Option].

You can specify the following optional settings:

[Sending Speed]: Adjusts the transmission speed. Available speeds are '33600

> bps', '14400 bps', '9600 bps', and '4800 bps'. If your document transmissions are slow in starting, this may mean that the telephone lines in your area are slow. Select a slower speed.

The default setting is '33600 bps'.

[Long Distance]: Specifies long distance settings. Available settings are

> 'Domestic', 'Long Distance (1)', 'Long Distance (2)', and 'Long Distance (3)'. Use 'Domestic' for dialing domestic (local) telephone numbers. Use 'Long Distance (1)' if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try using 'Long Distance (2)' or 'Long Distance (3)'.

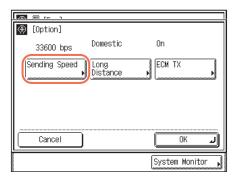
The default setting is 'Domestic'.

[ECM TX]: Sends documents with ECM (Error Correction Mode). ECM

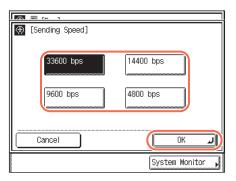
> reduces the effect of system and line errors on documents that may occur when sending or receiving with another fax machine that supports ECM. For more information, see "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.

The default setting is 'On'.

• If you want to specify [Sending Speed]:

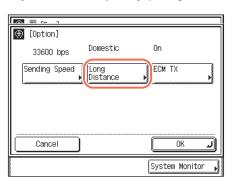


☐ Press [Sending Speed].

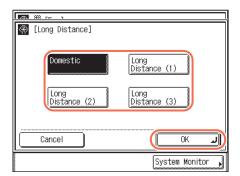


☐ Select the desired transmission speed → press [OK].

• If you want to specify [Long Distance]:

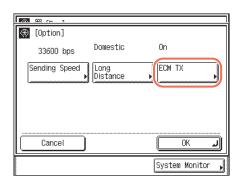


☐ Press [Long Distance].

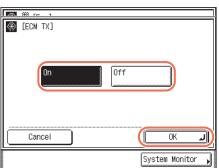


 \square Select the type of call \rightarrow press [OK].

• If you want to specify [ECM TX]:



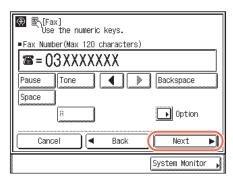
☐ Press [ECM TX].



 \square Select [On] or [Off] \rightarrow press [OK].

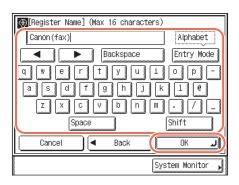
5 (9) [Option] Domestic 0n 33600 bps Sending Speed Long Distance ECM TX Cancel

Press [OK].



System Monitor

Press [Next].



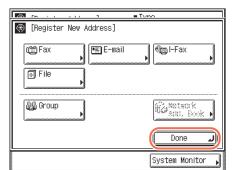
Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



NOTE

The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

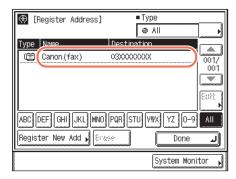




Press [Done].

The display returns to the Register Address screen.

The fax address and register name you specified appear on the Register Address screen as follows:



Press (Reset) to return to the top screen.

Group Addresses

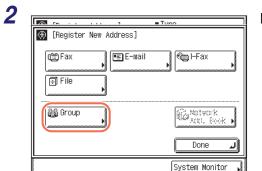
The following describes how to register group addresses in the Address Book.

- **IMPORTANT**
 - If you want to store a group address, the destinations such as e-mail addresses and file server addresses must be stored in the Address Book beforehand.
- ∅ NOTE

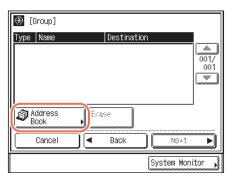
You cannot register a group address in a group address.

Display the Register Address screen → press [Register New Add].

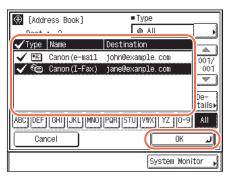
For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.



Press [Group].



Press [Address Book].



Select all the destinations you want to register in a group address → press [OK].

Press [▼] or [▲] to scroll to the desired destination if it is not displayed.



NOTE

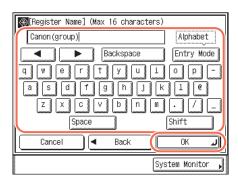
- To cancel a selected destination, select the destination again to clear the check mark.
- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

5 ⊕ [Group] Canon (e-mail) john@example.com 001/ 🐿 Canon(I-Fax) jane@exanple.com 001 w/ Erase Address Book Cancel 4 Next ▶

Confirm the selected destinations → press [Next].

If you want to delete a destination, select the destination to be deleted → press [Erase].

6



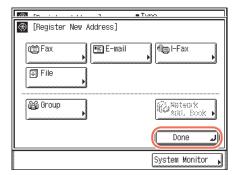
System Monitor

Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



∧ NOTE

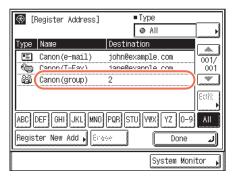
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.



Press [Done].

The display returns to the Register Address screen.

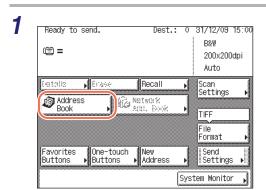
The number of destinations registered in the group address and register name you specified appear on the Register Address screen as follows:



Press (Reset) to return to the top screen.

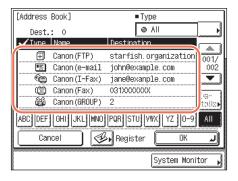
Using the Address Book

Follow this procedure to specify destinations using the Address Book.



Press ⟨SEND⟩ → [Address] Book].

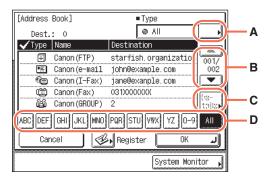
2



Select the destination from the Address Book list.

You can select multiple destinations.

The following keys on the screen are also available as necessary:



Α Press to restrict the type of destinations displayed in the Address Book list.

[All]: Displays all destinations registered in the Address Book.

[Group]: Displays the destinations registered as group addresses.

[Fax]: Displays the registered fax destinations.

[E-mail]: Displays the registered e-mail destinations.

[I-Fax]: Displays the registered I-fax destinations.

[File]: Displays the registered file server destinations.

[One-touch]: Displays the destinations registered in one-touch

buttons.

В Press to scroll the Address Book list up or down.

C Press to display the detailed information of a selected

destination.

 \Box Press (e.g., [ABC]) to display the individual keys for each letter

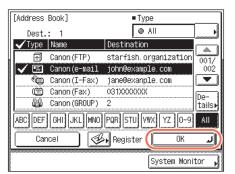
or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address

list.



NOTE

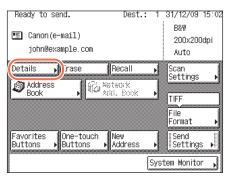
- If the register name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- The destinations you can specify may vary depending on the settings under < Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) If you specify multiple file server addresses, an error message appears when you press (3) (Start) in step 4.



Press [OK].

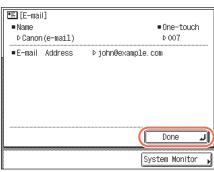
The selected destination appears on the top screen.

• If you want to check the selected destination:



☐ Press [Details].

If the selected destination is a group address, select one destination at a time → press [Details].

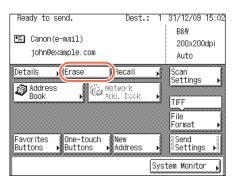


□ Check the destination's information → press [Done].

If the selected destination is a group address, press [Done] twice.

The display returns to the top screen.

If you want to delete the selected destination:



- ☐ Press [Erase].
 - The selected destination is deleted from the destination list.

Specify the scan settings, send settings, and press () (Start) to send documents.



NOTE

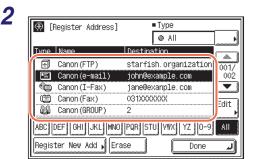
- For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press (3) (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press (\$) (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

Editing/Deleting the Registered Information in the Address Book

Follow this procedure to edit or delete the registered information in the Address Book.

Display the Register Address screen.

For help, see step 1 in "E-Mail Addresses," on p. 4-3.

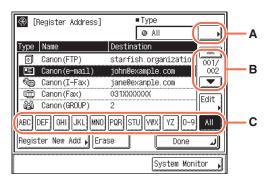


Select the destination to be changed or deleted.

You cannot select multiple destinations at the same time.

The following keys on the screen are also available as necessary:

System Monitor



Press to restrict the type of destinations displayed in the Address Book list. [All]: Displays all destinations registered in the Address Book. [Group]: Displays the destinations registered as group addresses. [Fax]: Displays the registered fax destinations. [E-mail]: Displays the registered e-mail destinations. [I-Fax]: Displays the registered I-fax destinations. [File]: Displays the registered file server destinations. В Press to scroll the Address Book list up or down.

> Press (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.



NOTE

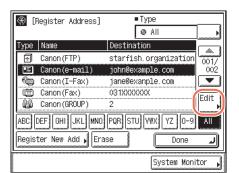
С

Α

- If the register name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- The Address Book list includes the destinations registered in one-touch buttons. If you select these destinations in this step, you cannot change or delete them in the following steps. For instructions on how to change or delete the destinations registered in one-touch buttons, see "Editing/Deleting the Registered Information in the One-Touch Buttons," on p. 4-37.

Change or delete the registered information of the selected destination.

If you want to change the registered information:



- □ Press [Edit].
 - The current settings for the selected destination appear.

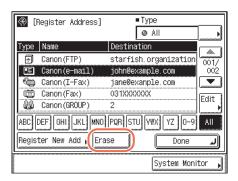
□ Change the registered information → press [OK].

The display returns to the Register Address screen.



For instructions on how to register the Address Book, see "Registering the Address Book," on p. 4-3.

If you want to delete the registered information:



□ Press [Erase].



☐ Press [Yes].

The message < Erased. > appears for approximately two seconds on the touch panel display.

The registered information is deleted.

4 Press (Reset) to return to the top screen.

One-Touch Buttons

The one-touch button feature is used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

You can store up to 200 destinations in the one-touch buttons. Registering a destination in the one-touch buttons saves you the effort of entering that destination's address each time you send documents.

This section describes how to register, use, and edit the one-touch buttons.



IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)



NOTE

Destinations stored in one-touch buttons are also displayed in the Address Book.

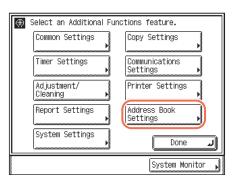
Registering the One-Touch Buttons

Follow this procedure to register destinations in the one-touch buttons.

Display the Register One-touch Button screen.

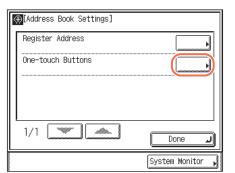
You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register One-touch Button screen) on the One-touch or Address Book screen.

• If you want to access from the Additional Functions screen:



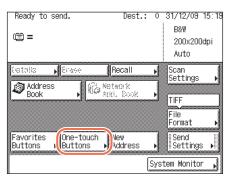
□ Press (※) (Additional Functions) → [Address Book Settings].

If a password has been set for the Address Book, enter the password using \bigcirc - \bigcirc (numeric keys) \rightarrow press \bigcirc \bigcirc \bigcirc \bigcirc \bigcirc (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)

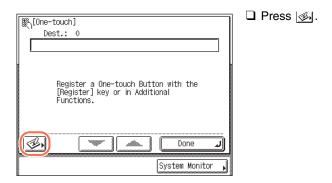


☐ Press [One-touch Buttons].

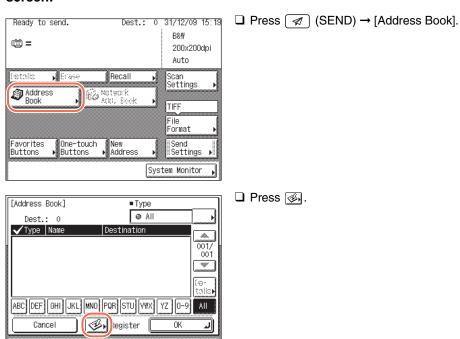
• If you want to access using the Register key on the One-touch screen:



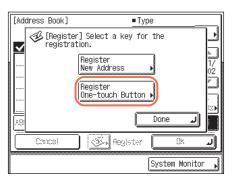
☐ Press <a> (SEND) → [One-touch] Buttons].



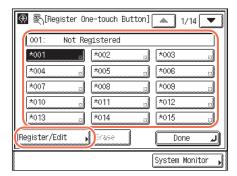
If you want to access using the Register key on the Address Book screen:



System Monitor



☐ Press [Register One-touch Button].



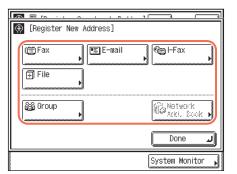
Select a one-touch button to register → press [Register/Edit].

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using (0) - (9) (numeric keys).

NOTE

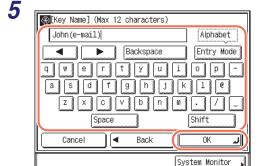
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed. If the selected one-touch button is a group address, the number of destinations registered in the group address is displayed.



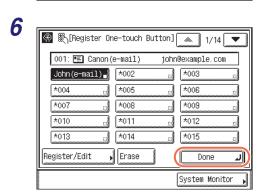
Select [Fax], [E-mail], [I-Fax], [File], or [Group].

Specify the destination and register name → press [Next].

For help, see "Registering the Address Book," on p. 4-3.



Enter the one-touch button name (up to 12 characters) → press [OK].

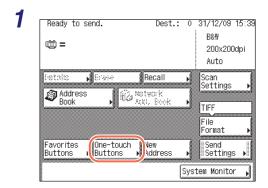


Press [Done].

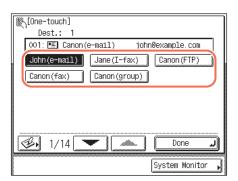
(Reset) to return to the top screen.

Using the One-Touch Buttons

Follow this procedure to specify destinations using the one-touch buttons.



Press <a> ✓ (SEND) → [One-touch Buttons].



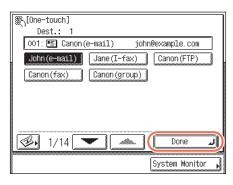
Select the desired one-touch button.

Each one-touch button is assigned a three digit number. If you know the one-touch button's three digit number, enter the number for the desired one-touch button using (0) - (9) (numeric keys).

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

NOTE

- You can select multiple one-touch buttons.
- To cancel the selected one-touch button, press [One-touch Buttons] → press the selected one-touch button again.
- The destinations you can specify may vary depending on the settings under < Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the one-touch buttons containing e-mail addresses or I-fax addresses are graved out.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) If you specify multiple file server addresses, an error message appears when you press (3) (Start) in step 4.



Press [Done].

The selected destination appears on the top screen.

If you want to check the selected destination:

☐ Press [Details] → check the destination's information → press [Done].

If the destination is a group address, select one destination at a time \rightarrow press [Details] \rightarrow check the destination's information \rightarrow press [Done] twice.

For help, see step 3 in "Using the Address Book," on p. 4-24.

- If you want to delete the selected destination:
 - ☐ Press [Erase].

For help, see step 3 in "Using the Address Book," on p. 4-24.

Specify the scan settings, send settings, and press (\$\ddot)\$ (Start) to send documents.



NOTE

- For the basic procedures for sending documents, see "Basic Sending Methods," on
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press (3) (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press (3) (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

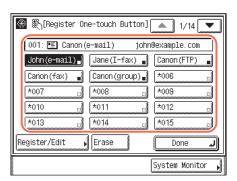
Editing/Deleting the Registered Information in the **One-Touch Buttons**

Follow this procedure to edit or delete the registered information in the one-touch buttons.

Display the Register One-touch Button screen.

For help, see step 1 in "Registering the One-Touch Buttons," on p. 4-31.

2



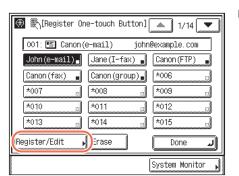
Select the one-touch button to be changed or deleted.

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using (0) - (9) (numeric keys).

NOTE

- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.
- Change or delete the registered information of the selected one-touch button.
 - If you want to change the registered information:



- ☐ Press [Register/Edit].
 - The current settings for the selected one-touch button appear.

□ Change the registered information → press [OK].

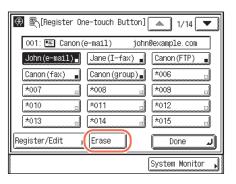
The display returns to the Register One-touch Button screen.



NOTE

For instructions on how to register the one-touch buttons, see "Registering the One-Touch Buttons," on p. 4-31.

• If you want to delete the registered information:



☐ Press [Erase].



- ☐ Press [Yes].
 - The message < Erased. > appears for approximately two seconds on the touch panel display.

The registered information is deleted.

Favorites Buttons

You can register the frequently used scan settings, send settings, and destinations in a favorites button for future use. This feature is useful if you frequently send documents with the same document settings to the same destination.

The following settings can be registered in a favorites button:

- Destinations
- Settings from the Scan Settings or the Send Settings screen (See Chapter 3, "Specifying the Scan Settings," or "Basic Sending Methods," on p. 2-2.)
- Sender's name (See "Registering the Unit Name," on p. 1-12.)

Once you register a favorites button, you can send documents simply by selecting the favorites button containing the desired document settings and destinations, and pressing (3) (Start).



IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)

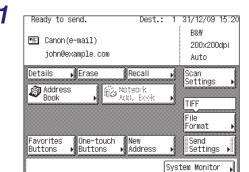


NOTE

- The document settings and destinations registered in a favorites button are not deleted when the power is turned OFF.
- If a destination included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.
- If a destination is not registered in a favorites button, you need to specify destinations when you send documents.

Registering the Favorites Buttons

Follow this procedure to register scan settings, send settings, and destinations in a favorites button.

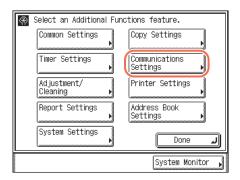


Press <a> (SEND) → specify scan settings, send settings, and destinations that you want to register in a favorite button.

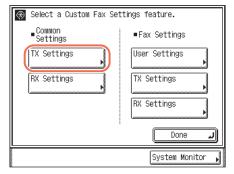
Display the Register Favorites Button screen.

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Favorites Button screen) on the Favorites Buttons screen.

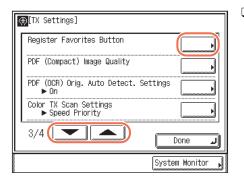
If you want to access from the Additional Functions screen:



□ Press (**) (Additional Functions) → [Communications Settings].

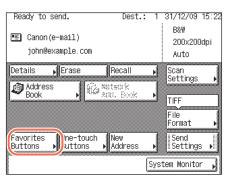


☐ Press [TX Settings] under <Common Settings>.

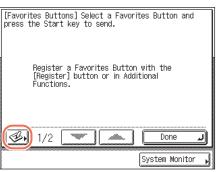


□ Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

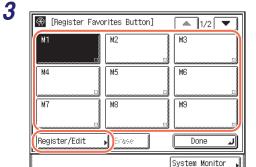
If you want to access using the Register key on the Favorites Buttons screen:



□ Press [Favorites Buttons].



☐ Press 🚱.



Select a favorites button to register → press [Register/Edit].

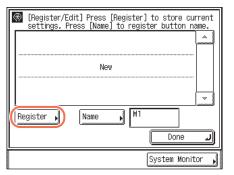
Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.



NOTE

- Favorites buttons that already have settings stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a favorites button that already has settings stored in it, the settings are displayed.

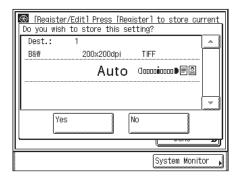




Press [Register].

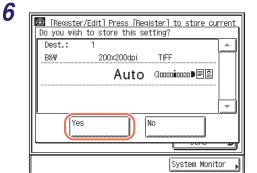
A screen appears, asking for your confirmation to store the settings.





Confirm the settings.

If there are more settings than are currently displayed, you can scroll through the screen by pressing [▼] or [▲].

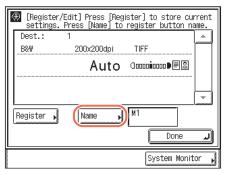


Press [Yes].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.





Press [Name] to assign a name to the selected favorite button.

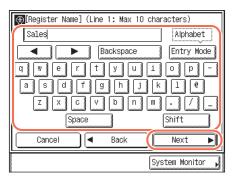
Two lines can be used for the favorite button name.



NOTE

If you do not specify a favorite button name, the default name (M1 to M18) is used.



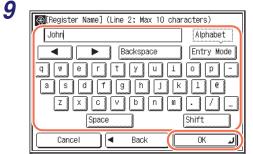


Enter the favorite button name (up to 10 characters) for line 1 → press [Next].



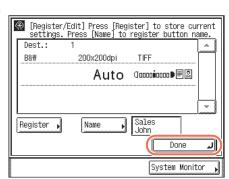
NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.



If necessary, enter the favorite button name (up to 10 characters) for line 2 → press [OK].

10



Press [Done].

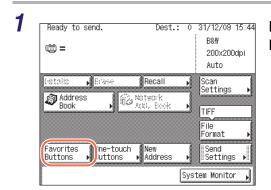
The assigned name appears on the favorite button.

(Reset) to return to the top screen.

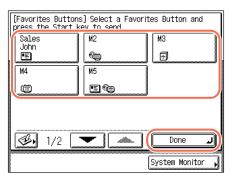
System Monitor

Using the Favorites Buttons

Follow this procedure to specify destinations using the favorites buttons.



(SEND) → [Favorites **Press** Buttons].



Select the favorites button containing the desired destination → press [Done].

Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.

The registered document settings and destinations are recalled.

NOTE

- You can manually change the recalled settings and destinations before you send your documents.
- If you press another favorites button, the settings and destinations stored in that button are recalled.
- To cancel the recalled settings and destinations, press (//) (Reset).
- If multiple destinations are stored in the selected favorites button, the destinations may not be listed in the order in which they were set.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the favorites buttons containing e-mail addresses or I-fax addresses are not displayed.

Press () (Start) to send documents.



NOTE

- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press (*) (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press 🚯 (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

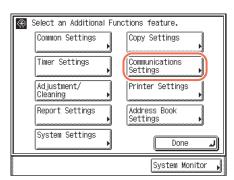
Editing/Deleting the Registered Information in the Favorites Buttons

Follow this procedure to edit or delete the registered information in the favorites buttons.

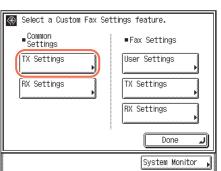
Display the Register Favorites Button screen.

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Favorites Button screen) on the Favorites Buttons screen.

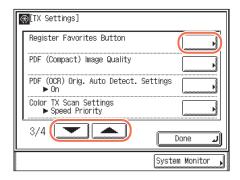
If you want to access from the Additional Functions screen:



□ Press (**) (Additional Functions) → [Communications Settings].

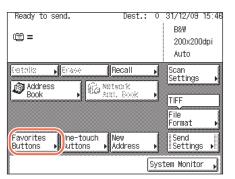


☐ Press [TX Settings] under <Common Settings>.

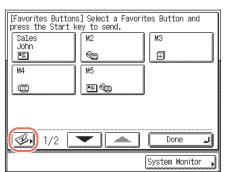


☐ Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

• If you want to access using the Register key on the Favorites Buttons screen:

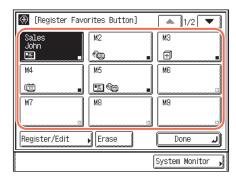


☐ Press <a> (SEND) → [Favorites Buttons].



☐ Press ❷.



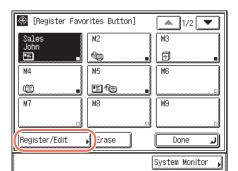


Select the favorites button to be changed or deleted.

Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.

Change or delete the registered information of the selected favorites button.

If you want to change the registered information:



- □ Press [Register/Edit].
 - The current settings for the selected favorites button appear.

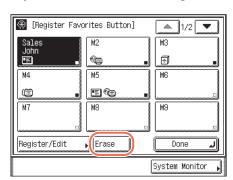
□ Change the registered information → press [Done].

The display returns to the Register Favorites Button screen.

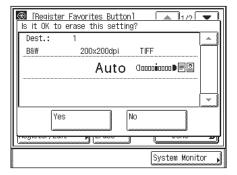


For instructions on how to register the favorites buttons, see "Registering the Favorites Buttons," on p. 4-40.

If you want to delete the registered information:

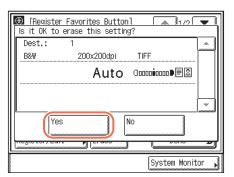


□ Press [Erase].



☐ Confirm the settings.

If there are more settings than are currently displayed, you can scroll through the screen by pressing [▼] or [**A**].



☐ Press [Yes].

The message < Erased. > appears for approximately two seconds on the touch panel display.

The registered information is deleted.



NOTE

Favorites button names are not deleted.

Press // (Reset) to return to the top screen.

Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

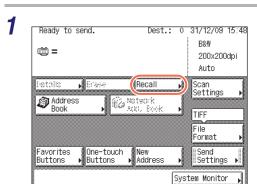


IMPORTANT

- The specified destinations, scan settings, and send settings are stored in memory when:
 - The control panel power switch is pressed
 - () (Start) is pressed
 - (Reset) is pressed
- The Auto Clear mode activates
- The Standard mode is not stored in Recall memory.



The three most recent settings stored in memory are not deleted when the power is turned OFF.



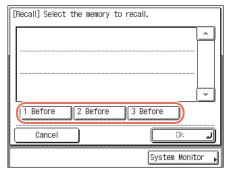




NOTE

If Restrict Recall in Restrict the Send Function is set to 'On', [Recall] is not displayed. (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)

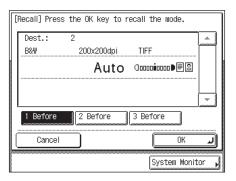
2



Press [1 Before], [2 Before], or [3 Before].

NOTE

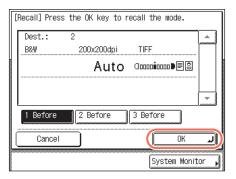
The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the buttons containing e-mail addresses or I-fax addresses are not displayed.



Confirm the settings.

If there are more settings than are currently displayed, you can scroll the screen by

4



Press [OK].

The display returns to the top screen.



NOTE

- You can manually change the recalled settings and destinations before you send your documents.
- To cancel the recalled settings and destinations, press (// (Reset).
- If multiple destinations are stored in memory, the destinations may not be listed in the order in which they were set.
- Press (4) (Start) to send documents.



∧ NOTE

• If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press (3) (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) Specify the user name and password → press [OK].

• If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press (§) (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

DAP Server

You can specify e-mail addresses and fax numbers by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. E-mail addresses and fax numbers obtained via the server can be specified as destinations or stored in the Address Book.



IMPORTANT

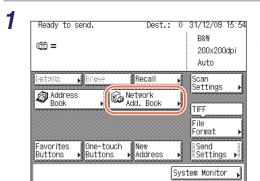
- If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)
- You may have to set up the LDAP servers beforehand, depending on the network environment.
- If you want to specify or register destinations via an LDAP server, the LDAP server settings must be specified in the machine beforehand. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)



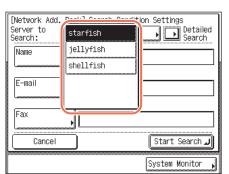
- The information that can be obtained through the LDAP server varies, as follows:
- If only the Send function (optional for the imageRUNNER 2545/2535/2530/2525/ 2520) is activated: Names and e-mail addresses
- If only the optional Super G3 Fax Board-AG1 is attached to the machine: Names and fax numbers
- If both the Send function (optional for the imageRUNNER 2545/2535/2530/2525/ 2520) is activated and the optional Super G3 Fax Board-AG1 is attached to the machine: Names, e-mail addresses, and fax numbers
- You cannot directly specify a destination that is obtained via a server as a forwarding destination. To specify the destination as a forwarding destination, you must first store it in the Address Book. (See "Registering Addresses Obtained via an LDAP Server," on p. 4-61.)

Specifying Addresses via an LDAP Server

Follow this procedure to specify the destinations via an LDAP server.



Press <a> (SEND) → [Network Add. Book].



Press the Server to Search drop-down list → select the desired server to search.

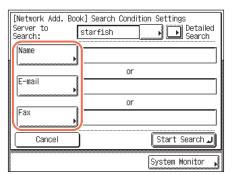
Specify the search criteria.



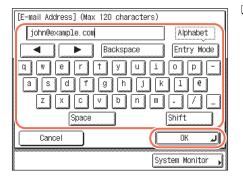
NOTE

If a destination has both a registered e-mail address and fax number, you can search for it by entering either the e-mail address or the fax number as the search criterion.

To use Simple Search:



☐ Select [Name], [E-mail], or [Fax].

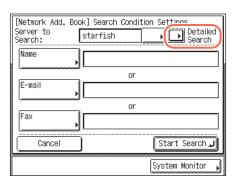


☐ Enter the name, e-mail address, or fax number → press [OK].

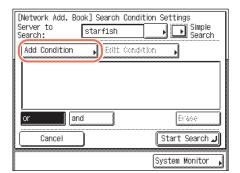
The search criteria boxes that are not filled out, are not searched.

To make a more detailed search with multiple search conditions, press [Detailed Search], and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

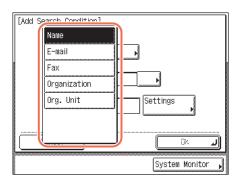
To use Detailed Search:



☐ Press [Detailed Search].



☐ Press [Add Condition].



☐ Press the search category drop-down list → select the desired search category.

[Name]: Search by name.

[E-mail]: Search by e-mail address. [Fax]: Search by fax number.

[Organization]: Search by organization name.

Search by organization unit (e.g., departments in an [Org. Unit]:

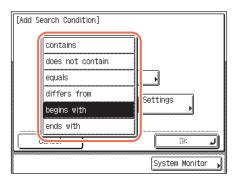
organization).

For example, if cn(common name)=user1, ou(organization unit)=salesdept, o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter [Organization]/[Org. Unit] of the user as follows:

[Organization]=canon [Org. Unit]=salesdept



- [Oganization]/[Org. Unit] can be used as search categories only if the information has been registered on the LDAP Server.
- Detailed Search by [Oganization]/[Org. Unit] may not be performed, depending on whether the attribute types have been registered on the LDAP server and depending on the type of application on the server.
- You can also add additional user-defined search attributes. For instructions on how to register or edit a search attribute, see Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.



☐ Press the search condition drop-down list → select the desired search condition.

[contains]: The result must contain the entered name, e-mail address, fax

number, organization, or organizational unit.

[does not contain]: The result must not contain the entered name, e-mail address,

fax number, organization, or organizational unit.

[equals]: The result must be exactly the same as the entered name, e-mail

address, fax number, organization, or organizational unit.

[differs from]: The result must be different from the entered name, e-mail

address, fax number, organization, or organizational unit.

The result must begin with the same first few letters that you [begins with]:

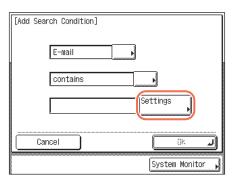
entered for the name, e-mail address, fax number, organization,

or organizational unit.

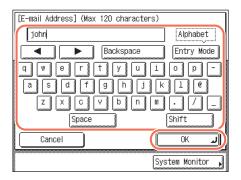
[ends with]: The result must end with the same last few letters that you

entered for the name, e-mail address, fax number, organization,

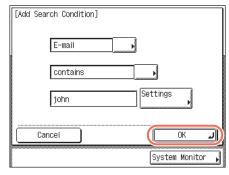
or organizational unit.



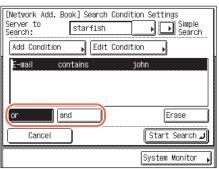
Press [Settings].



 \square Enter the search criterion \rightarrow press [OK].



☐ Press [OK].



☐ To continue adding more search criteria, press [or] or [and] \rightarrow repeat step 3.

[or]: The machine searches and returns a result that matches any of

the specified search criteria.

[and]: The machine searches and returns a result that matches all of the

specified search criteria.

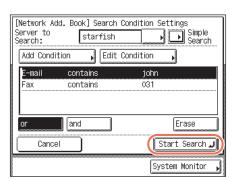
To edit the search criteria, select the search criterion that you want to edit → press [Edit Condition] → [Settings].

To delete the search criteria, select the criterion that you want to delete → press [Erase].

NOTE

- You can specify up to four different search criteria at a time.
- If you specify three or more search criteria, you cannot use both [or] and [and] together.
- If you press [Simple Search] → [Yes] after specifying search criteria on the Detailed Search screen, the display changes to the Simple Search screen and the specified detailed search criteria are deleted.





Press [Start Search].

To cancel searching while the machine is searching for your criteria, press [Cancel]. If the machine finds some results before you press [Cancel], these search results are displayed.

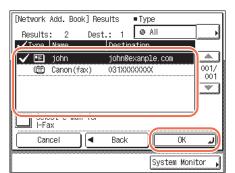


IMPORTANT

- Searching for a destination via an LDAP server is not possible if the time setting of the server and the time setting of the machine are more than five minutes apart. If you cannot send even when the user name and password are correct, check the time settings on the server and the machine.
- The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.) If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria.



- If you press [Start Search] without specifying any search criteria, all of the addresses stored on the LDAP server are displayed.
- If the Enter Network Password screen is displayed, enter your user name and network password → press [OK].
- The Enter Network Password screen is displayed if either one of the following is true:
- If <Login Information> in Register LDAP Server in System Settings is set to 'Use' or 'Use (security authent.)', and <Display authentication screen> is set to 'On'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
- If the user name, password, and domain name specified in Register LDAP Server in System Settings are incorrect. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)



Select the desired destination from the search results → press [OK].

You can select up to 32 destinations.

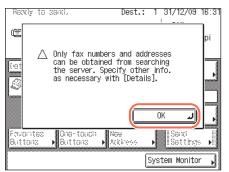
If you press [Select e-mail for I-Fax], the selected e-mail address can be specified as an I-fax destination.

To continue searching, press [Back].

⊘ NOTE

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- To cancel a selected destination, select the destination again to clear the check mark.
- If both the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520)
 is activated and the optional Super G3 Fax Board-AG1 is attached to the machine, you
 can sort and limit the view of the displayed addresses by using the Type drop-down
 list.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.
- If a fax number or I-fax address is specified as the destination, read the displayed message → press [OK].



Registering Addresses Obtained via an LDAP Server

Follow this procedure to register the destinations that are obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

Registering in the Address Book

Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

€@ I-Fax

Network

Done System Monitor

Add. Book

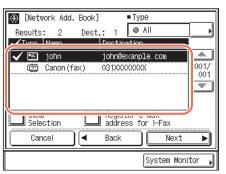
(Register New Address) 0∰ Fax 🖫 E-mail

File

🟭 Group

Press [Network Add. Book].

Follow steps 2 to 4 in "Specifying Addresses via an LDAP Server," on p. 4-55 to search destinations.



Select the desired destination from the search results.

You can select up to 32 destinations.

If you want to select the first 32 destinations, press [Select All (Max 32)]. (If a destination is selected, the key changes to [Clear Selection].)

If you press [Register e-mail address for I-Fax], the selected e-mail address can be registered as an I-fax destination. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

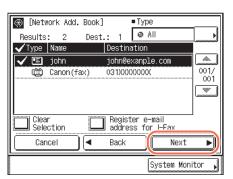
To continue searching, press [Back].



- To cancel a selected destination, select the destination again to clear the check mark.
- If both the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated and the optional Super G3 Fax Board-AG1 is attached to the machine, you can sort and limit the view of the displayed addresses by using the Type drop-down list.

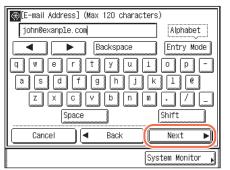
 The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.

5

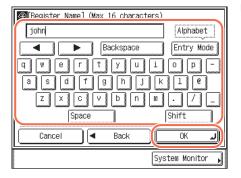


Press [Next] to register the selected destination.

If only one destination is selected:



□ Confirm the address → press [Next]. If necessary, edit the address. (See "Editing/Deleting the Registered Information in the Address Book." on p. 4-27.)



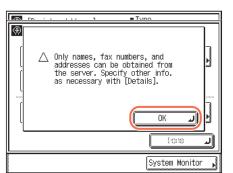
☐ Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].



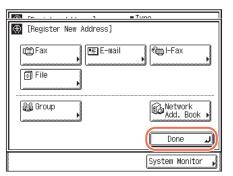
∅ NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The first character of the register name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

• If multiple destinations are selected:



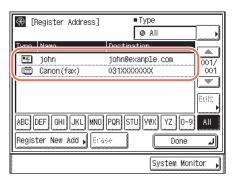
□ Confirm the displayed message → press [OK].



Press [Done].

The display returns to the Register Address screen.

The address and register name you specified appear on the Register Address screen as follows:



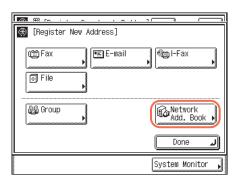
Press (Reset) to return to the top screen.

Registering in the One-Touch Button

1 Display the Register One-touch Button screen → press [Register/ Edit].

For help, see steps 1 and 2 in "Registering the One-Touch Buttons," on p. 4-31.

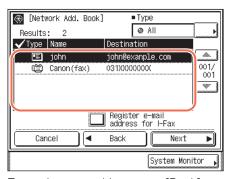
2



Press [Network Add. Book].

Follow steps 2 to 4 in "Specifying Addresses via an LDAP Server," on p. 4-55 to search destinations.

4



Select the desired destination from the search results.

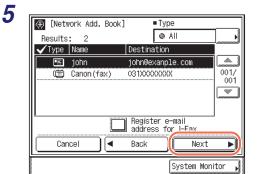
You cannot select multiple destinations at a time.

If you press [Register e-mail address for I-Fax], the selected e-mail address can be registered as an I-fax destination. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

To continue searching, press [Back].

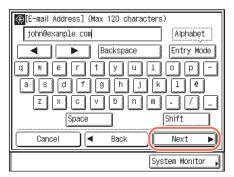


- To cancel a selected destination, select the destination again to clear the check mark.
- If both the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated and the optional Super G3 Fax Board-AG1 is attached to the machine, you can sort and limit the view of the displayed addresses by using the Type drop-down list.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.



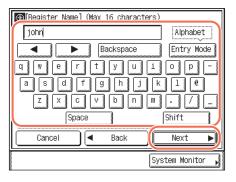
Press [Next] to register the selected destination.

6



Confirm the address → press [Next].

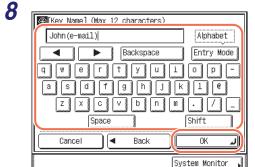
If necessary, edit the address. (See "Editing/Deleting the Registered Information in the Address Book." on p. 4-27.)



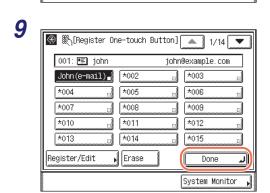
Enter the register name (up to 16 characters) using the on-screen keyboard → press [Next].



- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the Reference Guide.
- The first character of the register name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.



Enter the one-touch button name (up to 12 characters) → press [OK].



Press [Done].

10 Press (Reset) to return to the top screen.

Receiving Documents

This chapter describes the procedure for receiving documents, as well as some additional reception features.

Basic Receiving Methods

The types of documents the machine receives are I-fax and fax documents. When these documents are sent to the machine, it receives and prints them automatically. You can also receive I-fax documents manually at any time.

This section describes how the machine works when documents are received, and introduces how to receive I-fax documents manually.



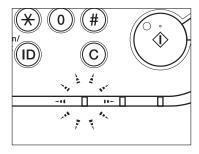
NOTE

- The machine can also receive e-mail messages from an e-mail application. If the machine receives an e-mail with attachments, the messages and attachments are printed separately. The accepted message format and file types are as follows:
 - Message Format: Plain text
- File Types: TIFF-F (MH, MR, MMR compression), JPEG
- You cannot read e-mail messages on the machine's display.

Receiving Documents Automatically

The following describes how the machine works when documents are received.

1 When documents are being received, the Processing/Data indicator on the control panel flashes a green light.

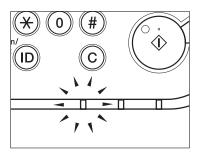




NOTE

During reception, the transaction number is displayed on the touch panel display.

2 When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.





NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

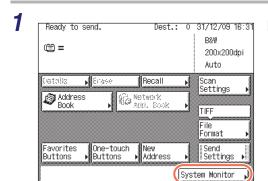


- If there is no paper on which the received documents can be printed, the received documents are stored in memory. Documents stored in memory are automatically printed when paper is loaded into a paper drawer.
- The memory can hold a total of approximately 1,000 pages for sending and receiving documents.
- If a printing error occurs, the Error indicator flashes a red light.
- When the machine receives I-fax documents, the sender's I-fax address and the subject of the I-fax documents are always printed at the top of the first page. (If the first page of the I-fax documents contains the body text, the sender's I-fax address and the subject are not printed.)

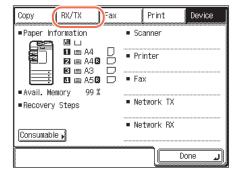


Receiving I-Fax Documents Manually

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

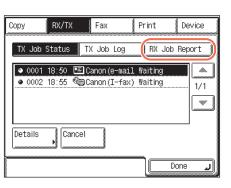


Press [System Monitor].



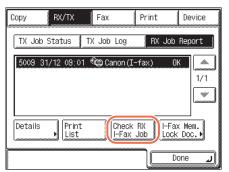
Press [RX/TX].

3



Select [RX Job Report].





Press [Check RX I-Fax Job].

The machine accesses your mail server for checking for I-fax documents.



To be able to use [Check RX I-Fax Job], you must first set the POP (Post Office Protocol) settings in E-mail/I-Fax so that you can receive documents using POP. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)

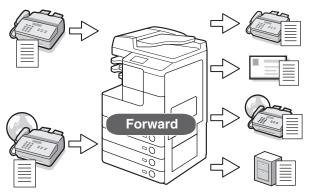
Press (Reset) to return to the top screen.

Advanced Receiving Methods

This section provides an overview of some additional features for receiving documents.

Forwarding Received Documents

This machine enables you to automatically forward received I-fax/fax documents to any desired destination. If a received document matches the specified forwarding conditions, it is forwarded to the specified destination. Received documents that do not match the forwarding conditions can also be forwarded to any desired destination.



To use this feature, see Chapter 4, "Setting the Send Function," in the *System Settings Guide*.

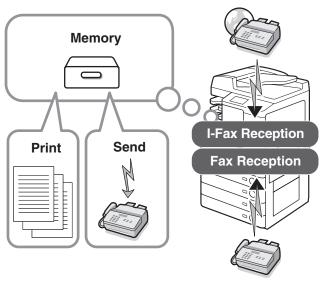


IMPORTANT

If a blackout occurs or the machine is turned OFF while the machine is receiving the documents to be forwarded, the received documents are not forwarded to the specified destination. These documents are printed after the power is turnd ON.

Receiving Documents in Memory without Printing Out (Memory Lock)

Normally a document is printed as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called Memory Lock.



To use this feature, see Chapter 4, "Setting the Send Function," in the *System Settings Guide*.



IMPORTANT

- Additional documents cannot be received in memory in any of the following cases (the numbers below may vary depending on the remaining capacity of memory):
- When a total of 95 documents (75 documents if only I-fax documents are stored) have been stored in memory
- When a total of approximately 1,000 pages have been stored in memory
- When a total of 90 received documents or 99 report jobs are waiting to be printed while the machine is out of paper.
- Even if a blackout occurs or the machine is turned OFF, a built-in battery retains the documents received in memory for about an hour. However, if the battery is not fully charged, the documents may not be retained. (To fully charge the built-in battery, it takes about two hours after the main power switch is turned ON.)



NOTE

The System Monitor screen enables you to check, delete, and forward documents received in memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

Available Paper Sizes

When received documents are printed, they are printed from the paper drawer that has the same size paper as the received document. If all of the settings in Select Cassette in RX Settings under <Common Settings> are set to 'On' and paper of the correct size is not available, the machine automatically selects a different paper size in the order indicated in the table below. The paper size is automatically selected in the same order, even if paper runs out during printing.

■ Available Paper Sizes for Received Documents

A3 originals	$A3 \rightarrow A4^* \rightarrow A4R^*$
A4 originals	$A4 \rightarrow A4R \rightarrow A3 \rightarrow A5R \times 3$
A5 originals	A5R → A4 → A4R → A3

^{*} Received documents are automatically reduced or separated before being printed on the paper size indicated.



IMPORTANT

- Received documents can be printed on the following paper sizes and paper types:
 - Paper Sizes: A3, A4, A4R, or A5R
 - Paper Types: plain, recycled, or color
- The order of paper selection may differ depending on the resolution set on the sending party's machine.



NOTE

- You can specify any paper drawer to receive I-fax/fax documents. The default setting is 'On', except for the stack bypass. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)
- You can set the machine to reduce received documents to 75%, 90%, 95%, or 97% if the document is larger than any of the available paper sizes. (See "Reducing a Received Document," on p. 7-36.)
- You can change the order of paper selection. (See "Specifying the Methods for Printing Received Documents (Paper Drawer Selection)," on p. 7-34.)
- You can set the machine to print received documents on both sides of the paper. (See "Printing Received Documents on Both Sides of Paper," on p. 7-32.)
- Received documents are output face down in the order in which the pages are received.

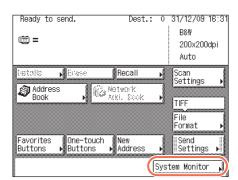
Canceling Receiving Fax Documents

Follow the procedure below to cancel a fax reception in progress.

1 Visually check the Processing/Data indicator to confirm documents are being received.

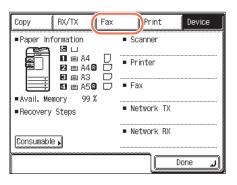
When documents are being received, the Processing/Data indicator flashes a green light.

2

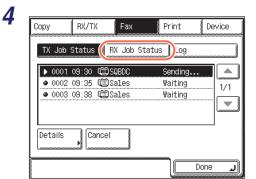


Press [System Monitor] during reception.

3

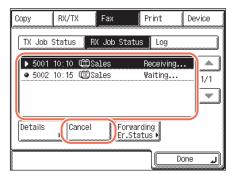


Press [Fax].



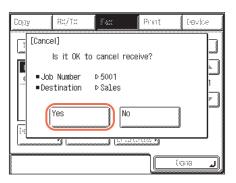
Press [RX Job Status].

5



Select the job you want to cancel → press [Cancel].

6



Press [Yes].

An alarm sounds and document reception is canceled.

A RX Report is printed automatically, unless this feature has been turned off. (See "RX Report," on p. 8-13.)

(Reset) to return to the top screen.

Checking/Changing the Status of Documents in Memory



This chapter describes how to check and change the status of documents in memory.

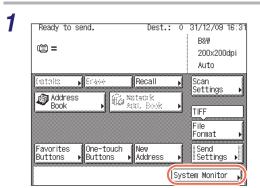
Checking/Deleting Documents Being Sent or Waiting To Be Sent	6-0
E-Mail/I-Fax/File Server	
Fax	0-2
Checking/Deleting Fax Documents Being Received or Waiting To Be Printed	6-7
Checking/Printing Communication Log	
E-Mail/I-Fax/File Server/USB Memory Media Device	6-9
Fax	6-1
Checking/Changing the Status of Documents Received in Memory	6-14
I-Fax	6-14
Fax	6-17
Checking/Changing the Status of Documents with Forwarding Errors	
I-Fax	6-20
Fax	6-23

Checking/Deleting Documents Being Sent or Waiting To Be Sent

This section describes how to check the detailed information of documents currently being sent or waiting to be sent, as well as how to delete these documents as necessary. You can check details such as the destination and the date and time the job was specified.

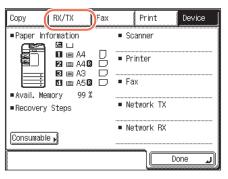
E-Mail/I-Fax/File Server

Follow this procedure to check and delete the documents sent via e-mail and I-fax, or to a file server.

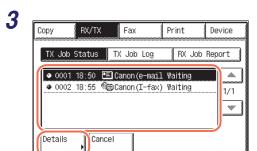


Press [System Monitor].





Press [RX/TX].



Select the job whose detailed information you want to check → press [Details].

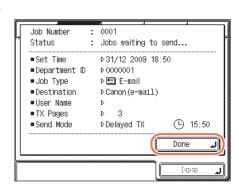
If the job that you want to select is not displayed, press $[\,ullet\,]$ or $[\,ullet\,]$ to scroll to the job.

⊘ NOTE

Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

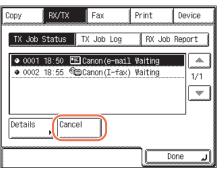
Done

4



Check the details of the selected job \rightarrow press [Done].

• If you want to delete the selected job:



- ☐ Press [Cancel].
- IMPORTANT
 If you are logged out of Authorized
 Send, [Cancel] is not available.



☐ Press [Yes].

IMPORTANT

If a job is in the process of being sent, it may not be canceled even if you press



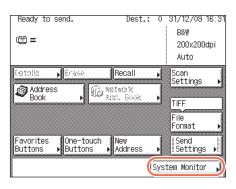
NOTE

If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

(Reset) to return to the top screen.

Fax

Follow this procedure to check and delete the documents sent via fax.

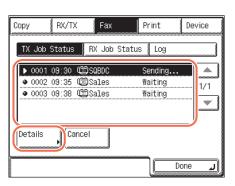


Press [System Monitor].

Сору RX/TX Fax Print Device ■Paper Information Scanner **1** ■ A4 ■ Printer 2 ■ A48 **3** 🗏 A3 ■ A5
 □ ■ Fax ■Avail. Memory 99 % ■ Network TX ■Recovery Steps ■ Network RX Consumable 🖡

Press [Fax].

3



Done

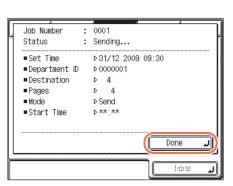
Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press $[\blacktriangledown]$ or $[\blacktriangle]$ to scroll to the job.



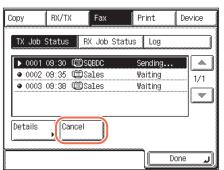
Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4



Check the details of the selected job → press [Done].

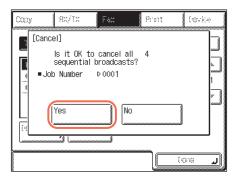
• If you want to delete the selected job:



☐ Press [Cancel].

IMPORTANT

If you are logged out of Authorized Send, [Cancel] is not available.



☐ Press [Yes].



IMPORTANT

If a job is in the process of being sent, it may not be canceled even if you press [Yes].



NOTE

If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

Press (Reset) to return to the top screen.

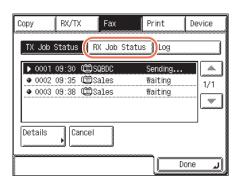
Checking/Deleting Fax Documents Being Received or Waiting To Be Printed

This section describes how to check the detailed information of fax documents currently being received or waiting to be printed, as well as how to delete these documents as necessary. You can check details such as the destination and the date and time the job was received.

1 Press [System Monitor] → [Fax].

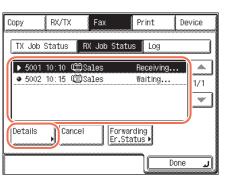
For help, see steps 1 and 2 in "Fax," on p. 6-4.

2



Press [RX Job Status].

3



Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press $[\blacktriangledown]$ or $[\blacktriangle]$ to scroll to the job.

NOTE

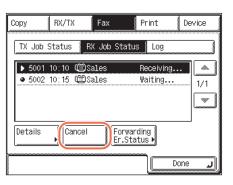
Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.



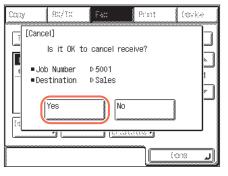
Check the details of the selected job → press [Done].

If you want to delete the selected job:

from



- ☐ Press [Cancel] or [Erase].
 - If the job currently being received is selected, [Cancel] is displayed on the screen.
 - If the job waiting to be printed is selected, [Erase] is displayed on the screen.



☐ Press [Yes].



You cannot delete the job currently being printed.

Press (Reset) to return to the top screen.

Checking/Printing Communication Log

This section describes how to check or print the results of transactions.



NOTE

- If Job Log Display in System Settings is set to 'Off', the sending and receiving transactions are not displayed on the System Monitor screen. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.)
- A communication log can be printed only if A3, A4, or A4R (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS are set to 'On'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

E-Mail/I-Fax/File Server/USB Memory Media Device

Follow this procedure to check and print the results of the following types of documents:

- Documents sent via e-mail I-fax, and fax, or to a file server or USB memory media device
- Documents received via I-fax and fax

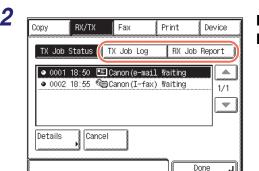


NOTE

- If Memory Media Send Log in System Settings is set to 'Do Not Retain', the results of documents sent to a USB memory media device are not stored. (See Chapter 7, "Other System Settings," in the System Settings Guide.)
- If you want to check and print only the results of fax transactions, see "Fax," on p. 6-11.

1 Press [System Monitor] → [RX/TX].

For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.



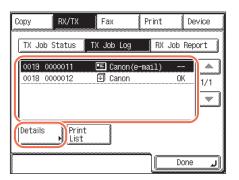
Press [TX Job Log] or [RX Job Report].

[TX Job Log]: Displays the sending results.

[RX Job Report]:

Displays the receiving results.

3



Select the job whose detailed information you want to check → press [Details].

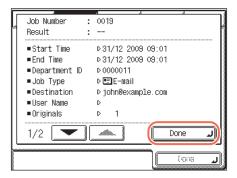
If the job that you want to select is not displayed, press $[\blacktriangledown]$ or $[\blacktriangle]$ to scroll to the job.



NOTE

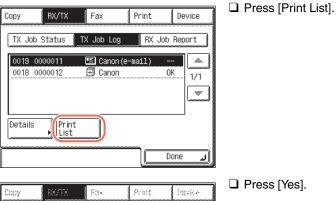
Up to 128 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4



Check the details of the selected job → press [Done].

• If you want to print a list of transaction results:





☐ Press [Yes].

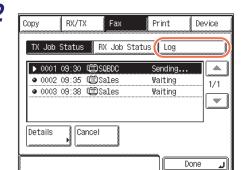
Press (Reset) to return to the top screen.

Fax

Follow this procedure to check and print the results of documents sent via fax.

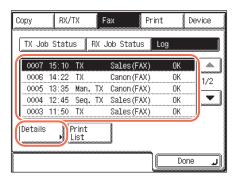
Press [System Monitor] → [Fax].

For help, see steps 1 and 2 in "Fax," on p. 6-4.



Press [Log].

3



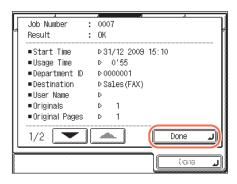
Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.



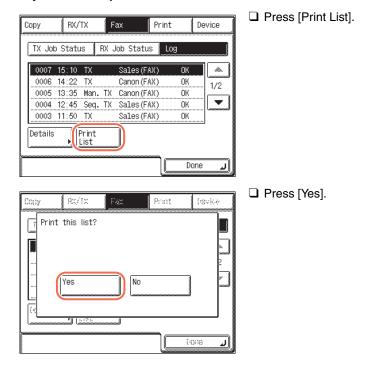
Up to 45 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4



Check the details of the selected job \rightarrow press [Done].

• If you want to print a list of transaction results:



5 Press (Reset) to return to the top screen.

Checking/Changing the Status of Documents Received in Memory

This section describes how to check the detailed information of documents received in memory. You can also delete and forward those documents.

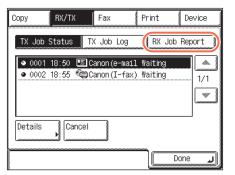
I-Fax

Follow this procedure to check, delete, and forward the I-fax documents in memory.

1 Press [System Monitor] → [RX/TX].

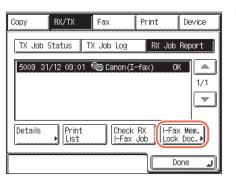
For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.

2

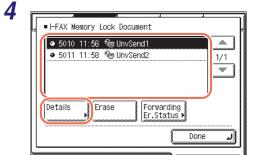


Press [RX Job Report].

3



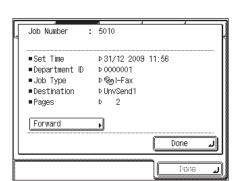
Press [I-Fax Mem. Lock Doc.].



Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press $[\blacktriangledown]$ or $[\blacktriangle]$ to scroll to the job.

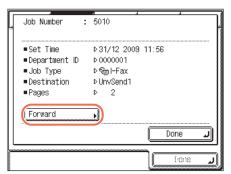
5



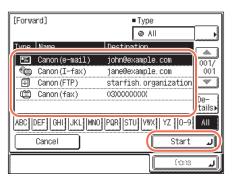
finna

Check the details of the selected job.

• If you want to forward the selected job:



- ☐ Press [Forward].
- IMPORTANT
 If you are logged out of Authorized
 Send, [Forward] is not available.



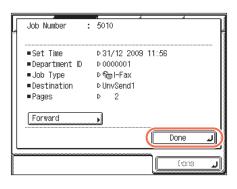
☐ Select the forwarding destination from the Address Book → press [Start].



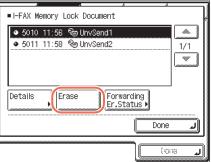
NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.

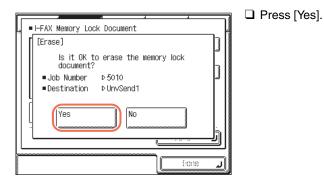
If you want to delete the selected job:



☐ Press [Done].



☐ Press [Erase].



6 Press (Reset) to return to the top screen.

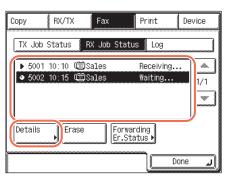
Fax

Follow this procedure to check, delete, and forward the fax documents in memory.

1 Press [System Monitor] → [Fax] → [RX Job Status].

For help, see steps 1 and 2 in "Checking/Deleting Fax Documents Being Received or Waiting To Be Printed," on p. 6-7.

2



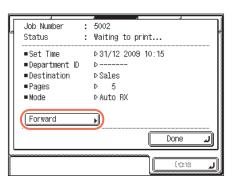
Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press $[\blacktriangledown]$ or $[\blacktriangle]$ to scroll to the job.

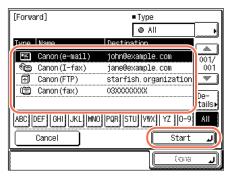
Check the details of the selected job.

If you want to forward the selected job:

from



- ☐ Press [Forward].
 - IMPORTANT
 If you are logged out of Authorized Send, [Forward] is not available.



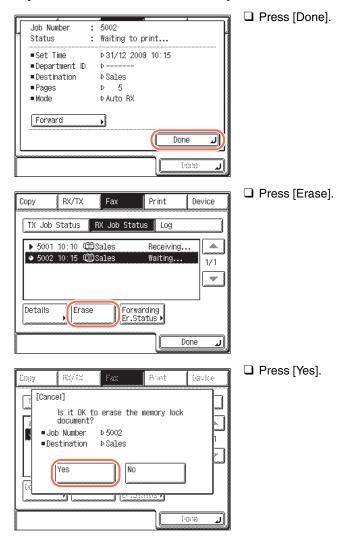
□ Select the forwarding destination from the Address Book → press [Start].



NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.





4 Press (Reset) to return to the top screen.

Checking/Changing the Status of Documents with Forwarding Errors

This section describes how to check the detailed information of documents that the machine failed to forward. You can also delete, print, and forward those documents.



NOTE

Jobs with forwarding errors are stored in memory only if Store Image to Memory in Store/Print When Forwarding is set to 'For Error Only'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

I-Fax

Follow this procedure to check, delete, print, and forward I-fax documents with forwarding errors.

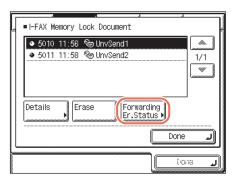
1 Press [System Monitor] → [RX/TX].

For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.

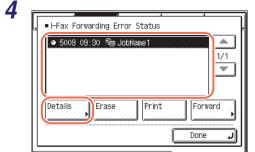
2 Press [RX Job Report] → [I-Fax Mem. Lock Doc.].

For help, see steps 2 and 3 in "I-Fax," on p. 6-14.

3



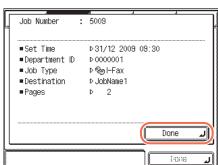
Press [Forwarding Er.Status].



Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press $[\,ullet\,]$ or $[\,ullet\,]$ to scroll to the job.

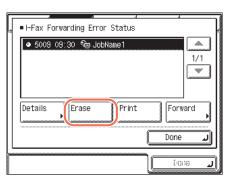




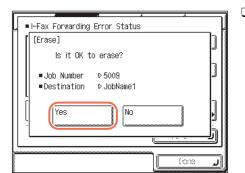
finna

Check the details of the selected job → press [Done].

• If you want to delete the selected job:



☐ Press [Erase].

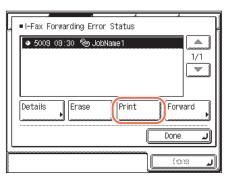


☐ Press [Yes].

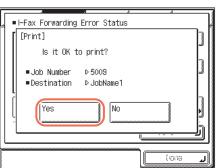
The message < Erasing... > appears for approximately two seconds on the touch panel display.

The selected job is deleted.

• If you want to print the selected job:

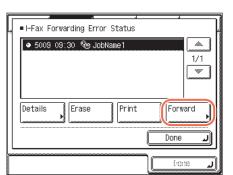


☐ Press [Print].

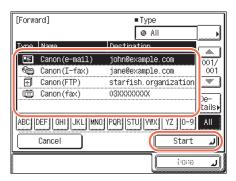


☐ Press [Yes].

• If you want to forward the selected job:



- ☐ Press [Forward].
- IMPORTANT
 - If you are logged out of Authorized Send, [Forward] is not available.



□ Select the forwarding destination from the Address Book → press [Start].



NOTE 🖔

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- If the transfer is successful, the document is deleted from memory.
- You cannot select a group address.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.



Press 🕖

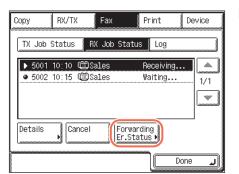
(Reset) to return to the top screen.

Fax

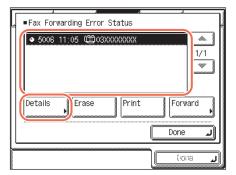
Follow this procedure to check, delete, print, and forward fax documents with forwarding errors.

Press [System Monitor] → [Fax] → [RX Job Status].

For help, see steps 1 and 2 in "Checking/Deleting Fax Documents Being Received or Waiting To Be Printed," on p. 6-7.



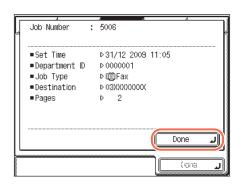
Press [Forwarding Er.Status].



Select the job whose detailed information you want to check → press [Details].

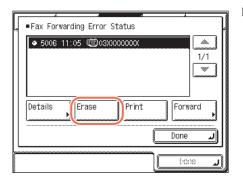
If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

4

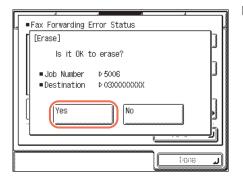


Check the details of the selected job → press [Done].

• If you want to delete the selected job:



☐ Press [Erase].

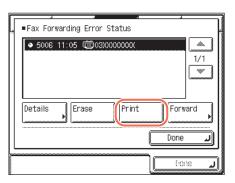


☐ Press [Yes].

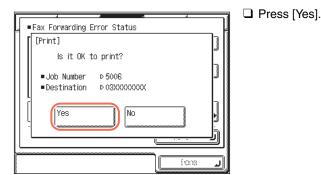
The message < Erasing...> appears for approximately two seconds on the touch panel display.

The selected job is deleted.

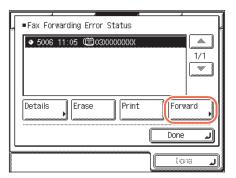
• If you want to print the selected job:



☐ Press [Print].



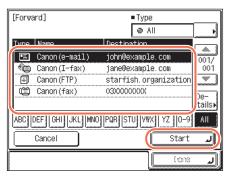
If you want to forward the selected job:



Press [Forward].

IMPORTANT

If you are logged out of Authorized Send, [Forward] is not available.



□ Select the forwarding destination from the Address Book → press [Start].



NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- If the transfer is successful, the document is deleted from memory.
- You cannot select a group address.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.

Customizing the Machine's Settings

This chapter describes how to store and change the default settings of the transmission/reception features to suit your needs.

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Transmission Related Items

This section describes the transmission features that can be customized to your preferences.

Specifying the Data Compression Ratio for Sending Color Documents

You can set the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. Conversely, a low compression ratio increases the amount of memory used for the document, but results in high quality images.



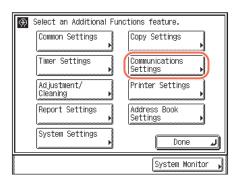
NOTE

- This setting is effective when [JPEG], [PDF], or [PDF (OCR)] is selected as the file format
- If you are sending documents via I-fax and fax or to a USB memory media device, this setting is disabled.
- The default setting is 'Normal'.

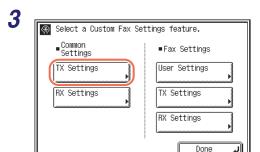
1 Press (**) (Additional Functions).

The Additional Functions menu appears.

2

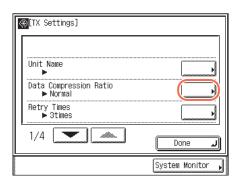


Press [Communications Settings].



Press [TX Settings] under <Common Settings>.

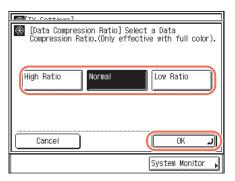
4



System Monitor

Press [Data Compression Ratio].

5



Select [High Ratio], [Normal], or [Low Ratio] → press [OK].

[High Ratio]: A small amount of memory is used for the document, but the

images are of a low quality.

[Normal]: The amount of memory used for the document and the quality of

the images are moderate, between the High and Low Ratio

settings.

[Low Ratio]: A large amount of memory is used for the document, but the

images are of a high quality.



If [PDF (Compact)], [PDF (Compact+OCR)], or [JPEG] is selected as the file format, set Data Compression Ratio to 'Normal' or 'Low Ratio'. If Data Compression Ratio is set to 'High Ratio', the images that are output may be of a low quality even if 'Image Priority' is selected in step 3 of "Color TX Scan Settings," on p. 7-19.

6 Press 🕢 (Reset) to return to the top screen.

Resending Data Automatically When an Error Occurs (Retry Times)

Retry Times is the mode which automatically resends data when the data cannot be sent. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts. You can set from one to five retry attempts, or select '0' to turn the Retry Times mode 'Off'.

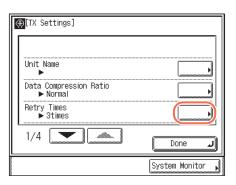


NOTE

- If you are sending documents via fax or to a USB memory media device, this setting is disabled.
- The default setting is '3times'.

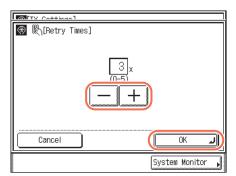
For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2



Press [Retry Times].





Press [-] or [+] to set the number of Retry Times \rightarrow press [OK].

If the number of retry times is set to '0', the machine will not resend the data.

You can also use ① - ⑨ (numeric keys) to enter the value.

4 Press (Reset) to return to the top screen.

Registering Frequently Used Scan Settings as Default (Standard Send Settings)

This mode enables you to register frequently used scan settings for future use. The registered settings are always used when sending documents, unless you do not change the settings on the Scan Settings or Send Settings screen.



NOTE

• The default settings are:

-Color Mode: 'B&W'
-Document Size: 'Auto'
-File Format: 'TIFF'
-Adjust
Background: 'Off'

-Resolution: '200 × 200 dpi'

-Finished Stamp: 'Off' -Density: '5'

Original Type: 'Text/Photo'

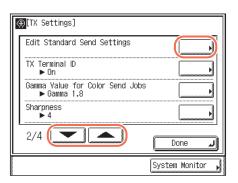
• If you are sending documents via I-fax and fax, the color mode and file format set here are disabled.

Registering the Standard Send Settings

Follow this procedure to change and register the standard send settings.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2



Press [▼] or [▲] until [Edit Standard Send Settings] appears → press [Edit Standard Send Settings].

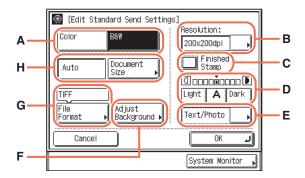
3



Press [Store].

4 Specify the desired settings → press [OK].

You can specify the following settings:



A Specifies the color mode of scanned originals. (See "Specifying

(Color Mode) the Color Mode and Resolution," on p. 3-2.)

B Specifies the resolution of scanned originals. (See "Specifying"

(Resolution) the Color Mode and Resolution," on p. 3-2.)

C Stamps the front side of scanned originals. (See "Stamping (Finished Stamp) Originals Which Have Already Been Scanned," on p. 3-23.)

D Adjusts the density of scanned originals. (See "Adjusting the

(Density) Density and Image Quality," on p. 3-9.)

E Adjusts the image quality of scanned originals. (See "Adjusting"

(Original Type) the Density and Image Quality," on p. 3-9.)

F Adjusts the density of the background color when scanning color (Adjust Background) originals. (See "Adjusting the Density of Background Color," on

p. 3-17.)

G Specifies the file format of scanned originals. (See "Specifying

(File Format," on p. 3-20.)

H Specifies the document size. (See "Specifying the Document

(Document Size) Size," on p. 3-6.)



IMPORTANT

- [Finished Stamp] is available only when the following options are attached to the machine:
 - Stamp Unit-B1
 - Feeder* (DADF-AA1 for the imageRUNNER 2545/2535 or DADF-AB1 for the imageRUNNER 2530/2525/2520)
- * Standard-equipped for the imageRUNNER 2545i/2535i/2530i/2525i/2520i.
- The setting for [Adjust Background] is invalid when all of the conditions below are met.
 - $[100 \times 100 \text{ dpi}]$, $[150 \times 150 \text{ dpi}]$, or $[200 \times 100 \text{ dpi}]$ is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
 - [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
 - [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-9.)

To activate [Adjust Background], change the settings.



If you set Document Size to anything but 'Auto,' [Finished Stamp] is grayed out.

5 Press / (Reset) to return to the top screen.

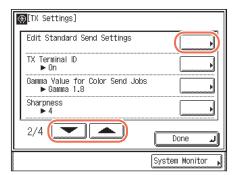
Restoring the Standard Send Settings to Their Default

Follow this procedure to restore the standard send settings to their default settings.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under < Common Settings>.

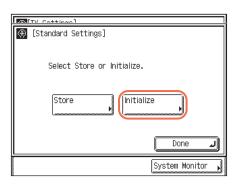
For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2

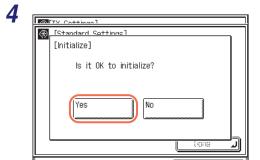


Press [▼] or [▲] until [Edit Standard Send Settings] appears → press [Edit Standard Send Settings].

3



Press [Initialize].



Press [Yes].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Standard settings are initialized.

5 Press (Reset) to return to the top screen.

Printing Sender Information on a Sent Document (TX Terminal ID)

System Monitor

The TX Terminal ID setting enables you to specify whether the Terminal ID information is printed at the top of documents that you send via I-fax/fax. Information such as your I-fax address, name, and fax number is printed, enabling the recipient to know who sent the document.

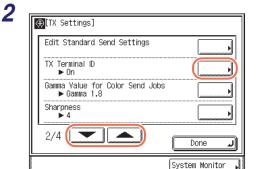


NOTE

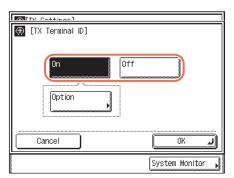
The default settings are:

- TX Terminal ID: 'On'
- Printing Position: 'Outside'
- Telephone # Mark: 'FAX' (Telephone # Mark appears only when the optional Super G3 Fax Board-AG1 is attached to the machine.)

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

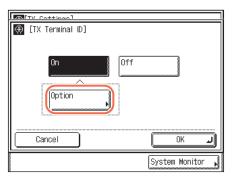


Press [▼] or [▲] until [TX Terminal ID] appears → press [TX Terminal ID].

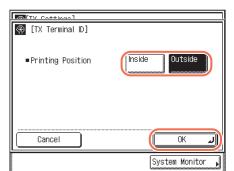


Select [On] or [Off].

● If you select [On] with the optional Super G3 Fax Board-AG1 not attached to the machine:



☐ Press [Option].



□ Select [Inside] or [Outside] \to press [OK].

[Inside]: The Terminal ID information is printed inside the image area on

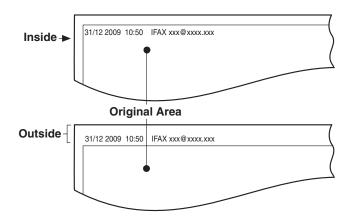
the recipient's paper.

[Outside]: The Terminal ID information is printed outside the image area on

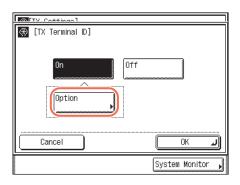
the recipient's paper.

Example: If you set the TX Terminal ID to 'On', the Terminal ID information is

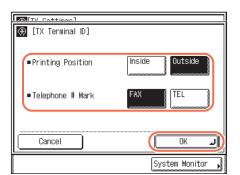
printed on the recipient's paper as follows:



• If you select [On] with the optional Super G3 Fax Board-AG1 attached to the machine:



☐ Press [Option].



□ Specify each setting → press [OK].

<Printing Position>

The Terminal ID information is printed inside the image area on [Inside]:

the recipient's paper.

[Outside]: The Terminal ID information is printed outside the image area on

the recipient's paper.

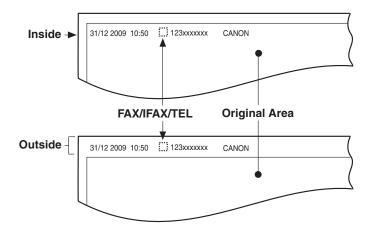
<Telephone # Mark>

[FAX]: "IFAX" or "FAX" is printed before the I-fax address or fax number.

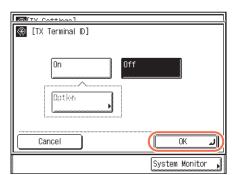
[TEL]: "TEL" is printed before the telephone number.

Example: If you set the TX Terminal ID to 'On', the Terminal ID information is

printed on the recipient's paper as follows:



• If you select [Off]:



□ Press [OK].

4 Press (Reset) to return to the top screen.

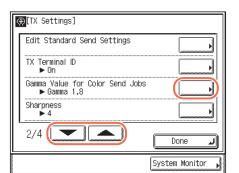
Specifying the Gamma Value for Sending Color Documents

You can set the gamma value for color scanned data. If the set value corresponds to the gamma value on the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. Gamma values are expressed as input-output characteristics. Output is darkened when the gamma value is increased, and it is lightened when the gamma value is decreased. If the density of images received at the destination is excessively light or dark, the gamma value can be changed before resending the images.



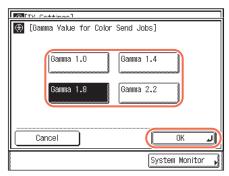
- If you are sending documents via I-fax and fax, this setting is disabled.
- If [PDF (Compact)] or [PDF (Compact+OCR)] is selected as the file format, this setting is disabled.
- The default setting is 'Gamma 1.8'.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.



Press [▼] or [▲] until [Gamma Value for Color Send Jobs] appears → press [Gamma Value for Color Send Jobs].

3



Select [Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2] → press [OK].

[Gamma 1.0]: Although light output results can be obtained, the overall color

impression is pale.

[Gamma 1.4]: Output results that are slightly lighter than the default gamma

value can be obtained.

[Gamma 1.8]: The default setting. Dark output results can be obtained, while

the detail of the darkest portion is not solid.

[Gamma 2.2]: Dark output results can be obtained overall, although the detail

of the darkest portion may be solid.*

4 Press (Reset) to return to the top screen.

^{*} The word "solid" indicates that if you adjust the exposure to a darker setting when making copies of an image, the fine details of the image may appear as blended in with the background. As a result, the fine details may not show in a distinct fashion.

Adjusting the Contrast (Sharpness)

This mode enables you to scan original images with a sharper or softer contrast.

IMPORTANT

The setting for [Sharpness] is invalid when all of the conditions below are met.

- $[100 \times 100 \text{ dpi}]$, $[150 \times 150 \text{ dpi}]$, or $[200 \times 100 \text{ dpi}]$ is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-9.)

To activate [Sharpness], change the settings.

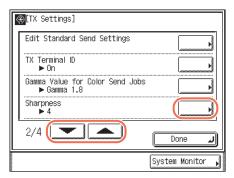


NOTE

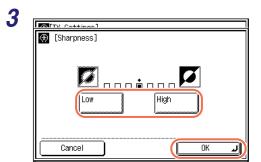
The default setting is '4'.

Press (♠) (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.



Press [▼] or [▲] until [Sharpness] appears → press [Sharpness].



Press [Low] or [High] to adjust the sharpness → press [OK].

[Low]: To scan originals containing printed images or other halftones,

the setting should be towards [Low]. This setting lessens the

moiré effect (a shimmering, wavy pattern).

[High]: To scan text or lines clearly, the setting should be towards [High].

This setting is particularly suited for scanning blueprints and faint

pencil drawn images.

System Monitor

Press ((Reset) to return to the top screen.

Adjusting the Image Quality of PDF (Compact)

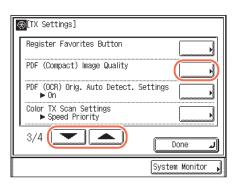
If [PDF (Compact)] or [PDF (Compact+OCR)] is selected as the file format, you can set the image quality level of the document.



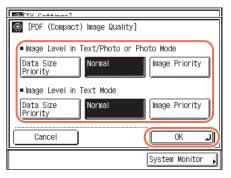
∅ NOTE

- The default setting is 'Normal'.
- If you are sending documents via I-fax and fax, this setting is disabled.
- Press (ℜ) (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.



Press [▼] or [▲] until [PDF (Compact) Image Quality] appears → press [PDF (Compact) Image Quality].



Specify each setting → press [OK].

[Data Size Priority]: The data size is small, but the image quality is low.

[Normal]: The data size and image quality are in between those of [Data

Size Priority] and [Image Priority].

[Image Priority]: The data size is large, but the image quality is high.



- The setting made for <Image Level in Text/Photo or Photo Mode> or <Image Level in Text Mode> is enabled only if [Text/Photo], [Photo], or [Text] is selected as the image quality setting. (See "Adjusting the Density and Image Quality," on p. 3-9.)
- If an original with many colors is scanned, the compression level is determined by the data size and the number of colors, according to the selected image level. However, if the original is in monochrome or has few colors, it does not matter which image level you select.
- (Reset) to return to the top screen.

Specifying the Settings for Sending PDF (OCR)

This mode enables you to perform OCR (optical character recognition) on a scanned original to create a PDF with searchable text.

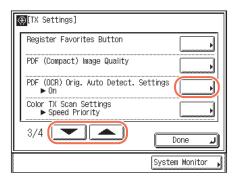
This mode automatically detects the orientation of the characters on the original when sending it.



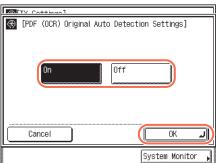
NOTE

- This mode is available only when the optional OCR function is activated.
- The default setting is 'On'.
- If you are sending documents via I-fax and fax, this setting is disabled.
- Press (ℜ) (Additional Functions) → [Communications Settings] → [TX Settings] under < Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.



Press [▼] or [▲] until [PDF (OCR) Orig. Auto Detect. Settings] appears → press [PDF (OCR) Orig. Auto Detect. Settings].



Select [On] or [Off] → press [OK].

[On]: The orientation of the original is detected, and the document is

automatically rotated before sending.

[Off]: The orientation of the original is not detected, and the document

is sent as is.

Press (Reset) to return to the top screen.

Color TX Scan Settings

You can set the priority for color scanned data. Selecting Speed Priority reduces the time spent on sending the document, but results in low quality images. Conversely, selecting Image Priority increases the time spent on sending the document, but results in high quality images.

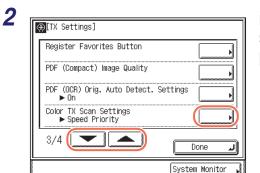


∧ NOTE

- This feature is available for imageRUNNER 2530i/2530/2525i/2525/2520i/2520.
- The default setting is 'Speed Priority'.
- This setting is disabled when:
- Sending documents via I-fax and fax or to a USB memory media device
- Placing your originals on the platen glass for scanning

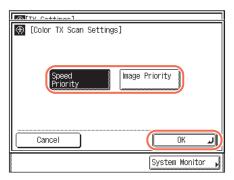
Press (ℜ) (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.



Press [▼] or [▲] until [Color TX Scan Settings] appears → press [Color TX Scan Settings].

3



Select [Speed Priority] or [Image Priority] → [OK].

[Speed Priority]: Less time is spent in sending the document, but the images are

of a low quality.

[Image Priority]: More time is spent in sending the document, but the images are

of a high quality.

4 Press (Reset) to return to the top screen.

Specifying What to Display on the Screen for a Send Operation

This mode enables you to specify what screen is displayed first for a send operation. You can select the desired screen from the One-touch screen, Favorites Buttons screen, or top screen (Send). The specified screen is displayed when:

- The power is turned ON
- The Auto Clear mode is activated

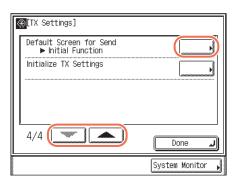


The default setting is 'Initial Function'.

1 Press (⊕) (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

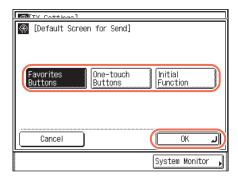
For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2



Press [▼] or [▲] until [Default Screen for Send] appears → press [Default Screen for Send].

3



Select [Favorites Buttons], [One-touch Buttons], or [Initial Function] → press [OK]. [Favorites Buttons]: The Favorite Buttons screen is displayed first for a send

operation.

[One-touch Buttons]: The One-touch screen is displayed first for a send operation. [Initial Function]: The top screen (Send) is displayed first for a send operation.

4 Press (/ (Reset) to return to the top screen.

Restoring the TX Settings to Their Default

You can restore almost all of the TX Settings to their default settings.



The following setting items are not initialized even if you initialize the TX Settings:

- Unit Name
- Retry Times
- Edit Standard Send Settings
- TX Terminal ID

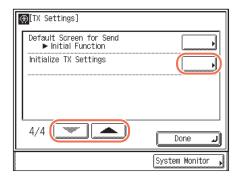


If you initialize the TX Settings, the settings stored in the favorites buttons are also initialized.

1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under < Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2



Press [▼] or [▲] until [Initialize TX Settings] appears → press [Initialize TX Settings].



Press [Yes].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The TX settings are initialized.

4 Press (Reset) to return to the top screen.

Sending with Error Correction Mode (ECM Transmission

System Monitor

ECM (Error Correction Mode) reduces the effect of system and line errors on documents that may occur when sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored.

If transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning ECM 'Off'.



IMPORTANT

- If you want to transmit using ECM, ECM reception should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.

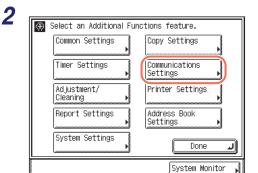


NOTE

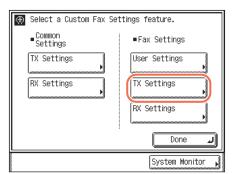
The default setting is 'On'.

1 Press (Additional Functions).

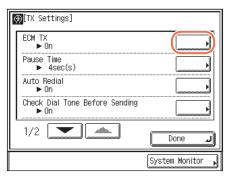
The Additional Functions menu appears.



Press [Communications Settings].

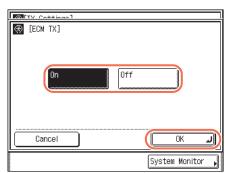


Press [TX Settings] under <Fax Settings>.



Press [ECM TX].

5



Select [On] or [Off] → press [OK].

[On]: Uses ECM.

[Off]: Does not use ECM.

6 Press (Reset) to return to the top screen.

Adjusting the Pause Time

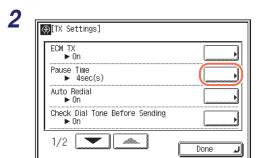
Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. This helps to improve the connection.



NOTE

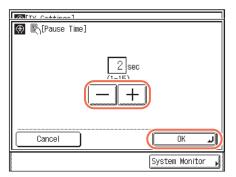
- You can insert a pause when you dial the fax number using ① ② (numeric keys). (See "Sending a Fax," on p. 2-24, and "Calling from an Extension," on p. 2-50.)
- Pauses entered at the end of dialed fax numbers are always 10 seconds long.
- The default setting is '4sec(s)'.
- 1 Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.



Press [Pause Time].

3



Press [-] or [+] to set the pause time \rightarrow press [OK].

You can also use ① - ⑨ (numeric keys) to enter the value.

4 Press // (Reset) to return to the top screen.

Redialing Automatically When the Line Is Busy (Auto Redial)

System Monitor

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line or sending error.

Auto Redial can be turned 'On' or 'Off'. If you set Auto Redial to 'On', you can set how many times the machine redials, the redial interval, and whether the document should be resent in the event of an error.

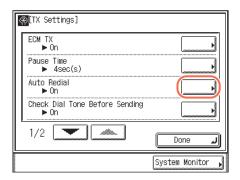


The default settings are:

- Auto Redial: 'On'
- Redial Times: '2times'
- Redial Interval: '2min(s)'
- TX Error Redial: 'All Pages'

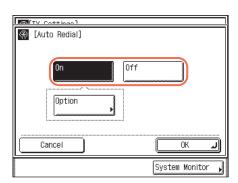
For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.

2



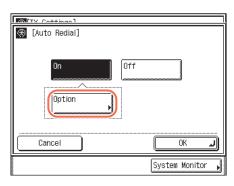
Press [Auto Redial].

3

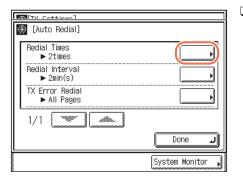


Select [On] or [Off].

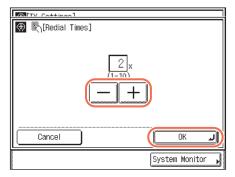
• If you select [On]:



☐ Press [Option].

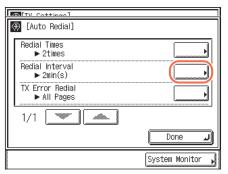


☐ Press [Redial Times].

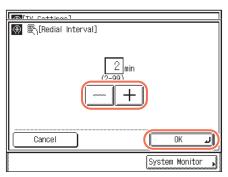


☐ Press [-] or [+] to set the number of redial times \rightarrow press [OK].

You can also use (0) - (9) (numeric keys) to enter the value.

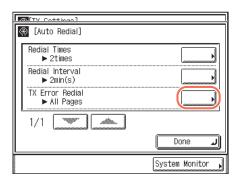


☐ Press [Redial Interval].

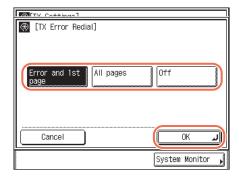


□ Press [-] or [+] to set the redial interval → press [OK].

You can also use ① - ⑨ (numeric keys) to enter the value.



□ Press [TX Error Redial].



□ Select [Error and 1st page], [All pages], or [Off] → press [OK].

[Error and 1st page]: Auto Redial takes place if a sending error occurs. The first page

of the document, the error page, and all subsequent pages are

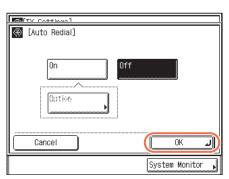
resent.

[All pages]: Auto Redial takes place if a sending error occurs. All pages of

the document are resent.

[Off]: Redialing does not take place if a sending error occurs.

● If you select [Off]:



☐ Press [OK].

4 Press (Reset) to return to the top screen.

Checking the Dial Tone Before Sending

You can set whether to check for the dial tone before dialing when sending a fax.

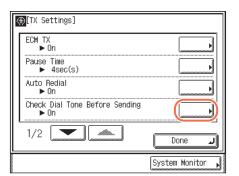


NOTE

The default setting is 'On'.

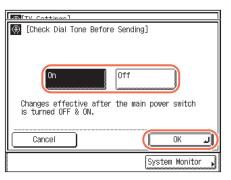
For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.

2



Press [Check Dial Tone Before Sending].

3



Select [On] or [Off] → press [OK].

4 Press (Reset) to return to the top screen.



NOTE

The Check Dial Tone Before Sending mode is enabled only after you restart the machine (the main power switch is turned OFF, then back ON again).

TX Rotation

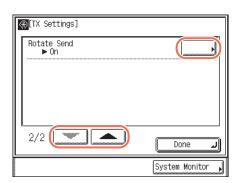
The TX Rotation function automatically corrects the orientation of the document by rotating the image when sending a fax. For example, if a document with a horizontal orientation is placed vertically, the machine rotates the image and sends it horizontally.



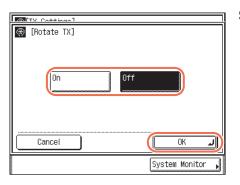
∧ NOTE

- You can use the TX Rotation mode for A4 documents only.
- The TX Rotation mode is not available if you are using the Direct Sending or Manual Sending.
- The default setting is 'On'.
- **1** Press (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.



Press [▼] or [▲] until [Rotate Send] appears → press [Rotate Send].



Select [On] or [Off] → press [OK].

Press (Reset) to return to the top screen.

Reception Related Items

This section describes the reception features that can be customized to your preferences.

Printing Received Documents on Both Sides of Paper

You can print received documents on both sides of the paper, enabling you to save paper.



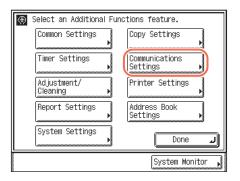
NOTE

The default setting is 'Off'.

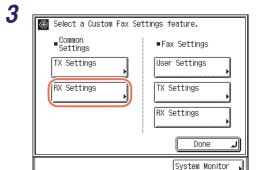
1 Press ((Additional Functions).

The Additional Functions menu appears.

2

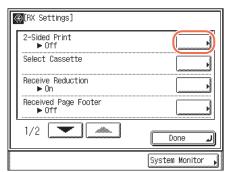


Press [Communications Settings].



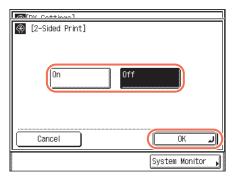
Press [RX Settings] under <Common Settings>.





Press [2-Sided Print].





Select [On] or [Off] → press [OK].

6 Press (Reset) to return to the top screen.

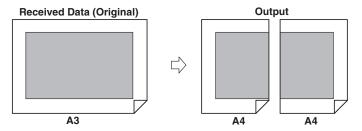
Specifying the Methods for Printing Received Documents (Paper Drawer Selection)

You can set how the machine prints documents when there is no paper matching the size of the received document.

The four available printing methods (Switches A, B, C, and D) are described below.

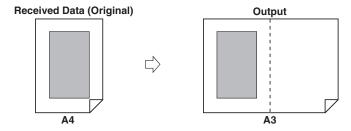
■ Switch A

The image is printed over two sheets of paper that have the same combined size as the received document.



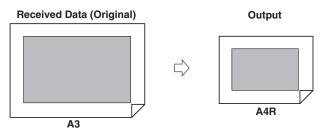
■ Switch B

The image is printed with blank space on paper that has the same width as the received document.



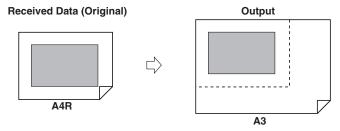
■ Switch C

The image is reduced and printed on paper that differs in width from the received document.



■ Switch D

The image is printed on paper that is larger in size than the received document.

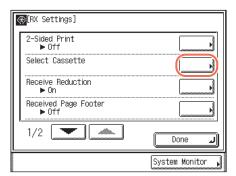




- For more information on selecting a paper source for printing received documents, see Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.
- The default setting for all switches is 'On'.
- 1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

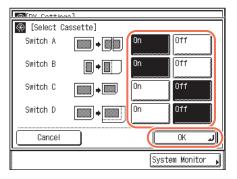
For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-32.

2



Press [Select Cassette].

3



Select [On] or [Off] for the respective switches → press [OK].

4 Press (Reset) to return to the top screen.

Reducing a Received Document

You can set the machine to automatically reduce the size of received documents so that the whole document is printed within the printable area of the paper.



The default settings are:
- Receive Reduction: 'On'
- RX Reduction: 'Auto'

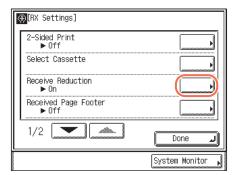
- Reduce %: '90%'

- Reduce Direction: 'Vertical Only'

1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under < Common Settings>.

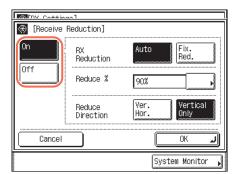
For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-32.

2



Press [Receive Reduction].

3

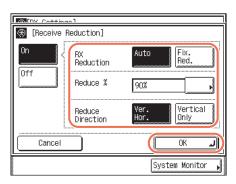


Select [On] or [Off].

[On]: Reduces received documents.

[Off]: Does not reduce received documents.

• If you select [On]:



□ Specify each setting → press [OK].

<RX Reduction>:

[Auto]: The image is automatically reduced by a suitable reduction ratio.

[Fix. Red.]: The image is reduced by the reduction ratio set in for <Reduce

%>.

<Reduce %>:

If you selected [Fix. Red.], select 75%, 90%, 95%, and 97% for the reduction ratio.

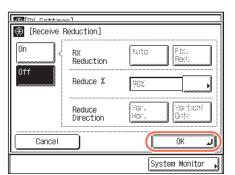
<Reduce Direction>:

[Ver. Hor.]: The image is reduced in both the vertical and horizontal

directions.

[Vertical Only]: The image is reduced in the vertical direction only.

• If you select [Off]:



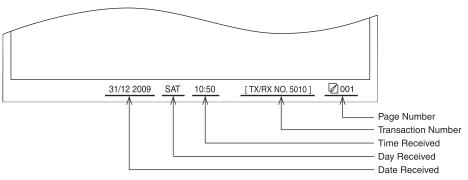
☐ Press [OK].

IMPORTANT

- If you press [Off], the received document is not automatically reduced to fit the size of the paper. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper.
- Regardless of the settings you set for <Receive Reduction>, if the area of the image which exceeds the printable area is less than 12 mm, it will not be printed.
- 4 Press (Reset) to return to the top screen.

Printing Footer Information on a Received Document

You can set whether the machine prints the date, day, and time received, transaction number, and page number at the bottom of the received document.

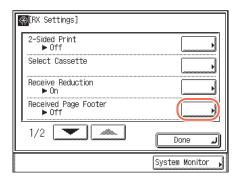


∧ NOTE

The default setting is 'Off'.

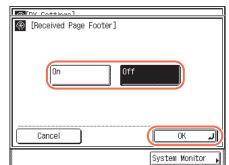
For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-32.

2



Press [Received Page Footer].

3



Select [On] or [Off] \rightarrow press [OK].

4 Press // (Reset) to return to the top screen.

Specifying the Gamma Value for Receiving Color Documents

You can set the gamma value to use when receiving documents. This enables you to print received documents with the appropriate image quality.



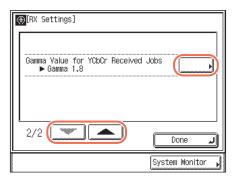
NOTE

The default setting is 'Gamma 1.8'.

1 Press (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

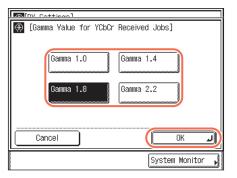
For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-32.

2



Press [▼] or [▲] until [Gamma Value for YCbCr Received Jobs] appears → press [Gamma Value for YCbCr Received Jobs].

3



Select [Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2] → press [OK].

4 Press (Reset) to return to the top screen.

Receiving with Error Correction Mode (ECM Reception)

You can receive incoming documents using ECM (Error Correction Mode).

ECM is a mode which automatically corrects errors in an image while it is being received.

If the reception speed appears to be extremely slow, you may be able to speed it up by turning ECM 'Off'.



(III) IMPORTANT

- If you want to receive using ECM, ECM transmission should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.



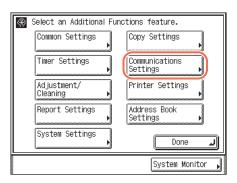
NOTE

The default setting is 'On'.

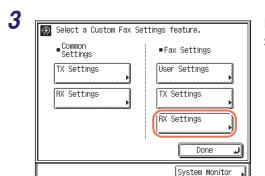
Press (**) (Additional Functions).

The Additional Functions menu appears.

2

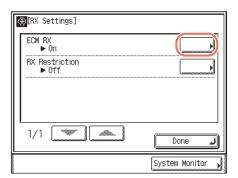


Press [Communications Settings].



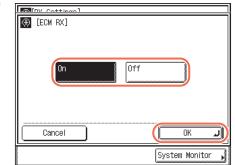
Press [RX Settings] under <Fax Settings>.





Press [ECM RX].





Select [On] or [Off] → press [OK].

[On]:

Uses ECM.

[Off]:

Press

Does not use ECM.

(Reset) to return to the top screen.

Rejecting Incoming Faxes from the Unidentified Senders

This function enables you to reject incoming faxes from senders who do not transmit their fax numbers (telephone numbers) to your machine. This can be useful when you do not want to receive direct mail (DM).

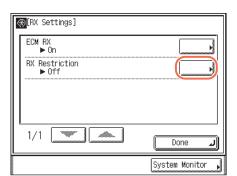


NOTE

The default setting is 'Off'.

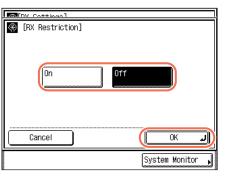
For help, see steps 1 to 3 in "Receiving with Error Correction Mode (ECM Reception)," on p. 7-41.

2



Press [RX Restriction].

3



Select [On] or [Off] \rightarrow press [OK].

[On]: Rejects to receive faxes from unknown senders.

[Off]: Does not reject to receive faxes from unknown senders.

4 Press / (Reset) to return to the top screen.

Printing Communication Reports and Lists



This chapter describes communication reports and lists and how to print them.

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Overview of Reports and Lists

This section provides a summary of reports and lists. Reports contain information about past sending and receiving transactions. Lists contain information about the destinations stored in the Address Book and the settings made from the Additional Functions screen.

The types of reports and lists you can print are described below.

■ TX Report

The TX Report enables you to check whether the documents were sent correctly to their intended destinations. This report can be printed automatically after the documents are sent.

Here is a sample TX Report and a summary of some of the abbreviations used in this report.



Item	Descriptions
REPORT NAME	When the document transmission is completed successfully, a "TX Report" is printed. When a send error occurs, an "ERROR TX REPORT" is printed.
MESSAGE	A message describing the transmission result is printed.
TX/RX NO	The four digit number automatically assigned when the document is accepted for sending is printed.
DEPT. ID	If Department ID Management is set, the Department ID is printed.
DESTINATION ADDRESS	The address of the recipient is printed. If the documents are sent to a USB memory media device, "MEMORY MEDIA" is printed.
DESTINATION ID	The name of the recipient is printed.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be transmitted are printed.

Item	Descriptions
TIME USE	The time taken (in minutes and seconds) to send the document is printed.
PAGES SENT	The number of pages that were sent successfully to the recipient is printed.
RESULT	If the documents were sent successfully, "OK" is printed. If a transmission error occurred, "NG" (No Good) and the error code are printed. If an e-mail or I-fax transmission to a mail server has been confirmed as successful, "" is printed.

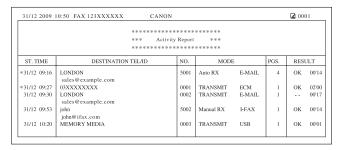
When a sequential broadcast transmission is performed, a Multi TX/RX Report is printed.



Item	Descriptions
TX/RX NO	The four digit number automatically assigned when the document is accepted for sending is printed.
PGS.	The number of pages that were sent successfully to the destinations is printed.
DEPT. ID	If Department ID Management is set, the Department ID is printed.
TX/RX INCOMPLETE	If a transmission is incomplete, the address and name of the destination are printed. If there is no applicable destination, "" is printed.
TRANSACTION OK	The address and name of the destination of a completed transmission are printed. If there is no applicable destination, "" is printed.
ERROR INFORMATION	If an error occurs in the transmission, the address and name of the destination are printed. If there is no error, "" is printed.

■ Activity Report

The Activity Report enables you to check the results of all sending and receiving transactions. This report can be printed at a specified time or it can be printed automatically when the number of send and receive transactions reaches 40. Here is a sample Activity Report and a summary of some of the abbreviations used in this report.



Item	Descriptions
DEPT. ID	If Department ID Management is set, the Department ID is printed. All Sending and receiving transactions are listed according to Department ID.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be sent or received are printed. An asterisk (*) indicates a job that has already been printed.
DESTINATION TEL/	The name and address of the sender or recipient are printed. If the documents are sent to a file server (FTP or SMB), the path name is printed on the second line. If the documents are sent to a USB memory media device, "MEMORY MEDIA" is printed.
NO.	The four digit number automatically assigned when the document is accepted for sending or receiving is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.
MODE	The type and mode of transmission and reception are printed.
PGS.	The number of pages that were sent or received successfully is printed.
RESULT	"OK", "NG", or "" and the transmission/reception time are printed. If the documents were sent or received successfully, "OK" is printed. If a transmission or reception error occurred, "NG" (No Good) is printed, and the error code is printed on the second line. If an e-mail or I-fax transmission to a mail server has been confirmed as successful, "" is printed.

■ RX Report

The RX Report enables you to check whether the documents were sent correctly from the sender's machine and received successfully by this machine. This report can be printed automatically after documents are received. Here is a sample RX Report and a summary of some of the abbreviations used in this report.

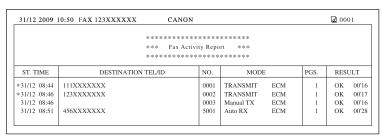


Item	Descriptions
REPORT NAME	An "RX Report" is printed when a document is received successfully and when a receiving error occurs.
MESSAGE	A message describing the reception result is printed.
TX/RX NO	The four digit number automatically assigned when the document is received is printed.
DESTINATION ADDRESS	The address of the sender is printed.
DESTINATION ID	The name of the sender is printed.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be received are printed.
TIME USE	The time taken (in minutes and seconds) to receive the document from start to finish is printed.
PGS.	The number of pages that were received successfully is printed.
RESULT	If the documents were received successfully, "OK" is printed. If a reception error occurred, "NG" (No Good) and the error code are printed.

■ Fax Activity Report

The Fax Activity Report enables you to check the results of all fax sending and receiving transactions. This report can be printed at a specified time or it can be printed automatically when the number of send and receive transactions reaches 40.

Here is a sample Fax Activity Report and a summary of some of the abbreviations used in this report.

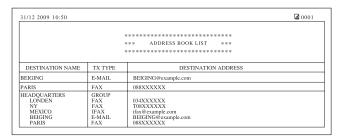


Item	Descriptions
DEPT. ID	If Department ID Management is set, the Department ID is printed. All fax sending and receiving transactions are listed according to Department ID.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be sent or received are printed. An asterisk (*) indicates a job that has already been printed.
DESTINATION TEL/	The name and address of the sender or recipient are printed.
NO.	The four digit number automatically assigned when the document is accepted for sending or receiving is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.
MODE	The type and mode of transmission and reception are printed.
PGS.	The number of pages that were sent or received successfully is printed.
RESULT	"OK" or "NG" and the transmission/reception time are printed. If the documents were sent or received successfully, "OK" is printed. If a transmission or reception error occurred, "NG" (No Good) is printed, and the error code is printed on the second line.

■ Address Book List

The Address Book List enables you to check the contents of the Address Book (Address Book or One-touch Buttons). This is useful for checking the details of destinations that have been stored in the Address Book.

Here is a sample Address Book List and a summary of some of the abbreviations used in this list.



31/12 2009 10:50			☑ 0001
No.	********	***********	
als a	** ADDI	RESS BOOK LIST (ONE-TOUCH BUTTONS ***	
No.	*********	**************	
DESTINATION NAME	TX TYPE	DESTINATION ADDRESS	
[001]			
LONDON	FAX	034XXXXXX	
[002]			
NY	FAX	T08XXXXXX	
[003]			
LONDON	E-MAIL	sales@example.com	
[004]			
MEXICO	IFAX	ifax@example.com	

Item	Descriptions
LIST NAME	"ADDRESS BOOK LIST" or "ADDRESS BOOK LIST (ONE-TOUCH BUTTONS)" is printed depending on the Address Book List you print.
DESTINATION NAME	The name of the specified destination is printed. When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.
TX TYPE	The specified destination's transmission mode is printed.
DESTINATION ADDRESS	 If the TX TYPE is 'FTP' or 'SMB' (file server): The host name is printed on the first line, and the folder path on the second line. If the TX TYPE is 'IFAX' or 'E-MAIL': The I-fax address or e-mail address is printed. If the TX TYPE is 'FAX': The fax number is printed. If the TX TYPE is 'GROUP': The destinations stored in the group address are printed in a line-by-line list that starts on the second line. If a file server is stored in the group address, the host name is printed on the second line.

■ User's Data List

The User's Data List prints out the settings made from the Additional Functions screen, as well as the device configuration. Manually print the User's Data List whenever necessary. For instructions on how to print the User's Data List, see Chapter 2, "Basic Operations," in the Reference Guide.



⊘ NOTE

Reports and lists can be printed only if A3, A4, or A4R (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ ADS are set to 'On'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.)

Printing Communication Reports

This section describes how to print the following communication reports: TX Report, Activity Report, RX Report, and Fax Activity Report.

TX Report

Follow this procedure to set TX Reports to print automatically.

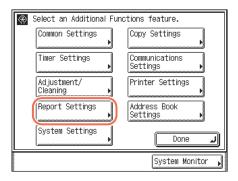


∧ NOTE

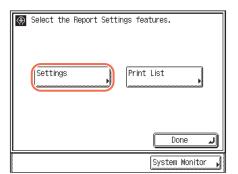
- The results of e-mail, I-fax, file server, USB memory media device, and fax transmissions can be printed.
- The default settings are:
 - TX Report: 'For Error Only'
 - Report With TX Image: 'On'
- Press (**) (Additional Functions).

The Additional Functions menu appears.

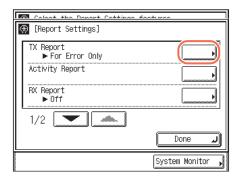
2



Press [Report Settings].

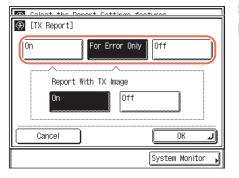


Press [Settings].



Press [TX Report].

5



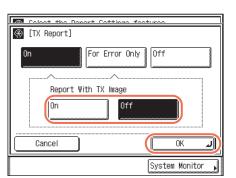
Select [On], [For Error Only], or [Off].

[On]: Prints a report every time you send a document.

[For Error Only]: Prints a report only when a transmission error occurs.

[Off]: Does not print a report.

• If you select [On] or [For Error Only]:

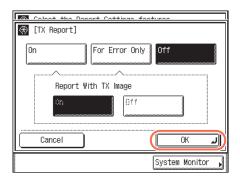


☐ Press [On] or [Off] for <Report With TX Image> → press [OK].

[On]: Part of the sent document is printed on the report.

[Off]: The contents of the sent document are not printed on the report at all.

If you select [Off]:



☐ Press [OK].



- Even if <Report with TX Image> is set to 'On', the contents of the sent document are not printed on the report when sending documents in the color mode.
- You cannot print a Multi TX/RX Report with an image of the sent original attached to it even if <Report With TX Image> is set to 'On'.
- Press (Reset) to return to the top screen.

Activity Report

Follow this procedure to set Activity Reports to print automatically.

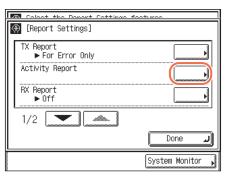


NOTE

- A list of e-mail, I-fax, file server, USB memory media device, and fax transactions is
- An Activity Report can be printed manually at any time from the System Monitor screen. (See "Checking/Printing Communication Log," on p. 6-9.)
- The default settings are:
- Auto Print: 'On' -Send/Receive Separate: 'Off'
- -Daily Activity Report 'Off' Time:

Press (ℜ) (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.

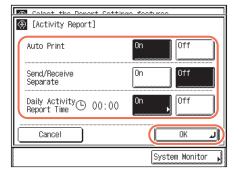


Press [Activity Report].



NOTE

If Job Log Display in System Settings is set to 'Off', [Activity Report] is not displayed. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the System Settings Guide.)



Specify each setting → press [OK].

<Auto Print>:

[On]: The Activity Report is automatically printed when the number of

send and receive transactions reaches 40.

[Off]: The Activity Report is not automatically printed.

<Send/Receive Separate>:

The send and receive logs are printed separately. [On]: [Off]: The send and receive logs are not printed separately.

<Daily Activity Report Time>:

[On]: The Activity Report is printed at the specified time. Enter all four

> digits of the time (including zeros), using 24-hour notation. If you make a mistake when entering the time, press © (Clear) to clear

your entry → enter another four digit number.

If the number of send and receive transactions exceeds 40 before the specified time, an Activity Report of most recent 40

transactions is printed.

[Off]: The time to print the Activity Report is not specified.



If Job Log Display in System Settings is set to 'On', <Auto Print> automatically switches to 'Off'.

(Reset) to return to the top screen.

RX Report

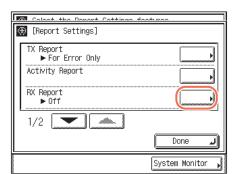
Follow this procedure to set RX Reports to print automatically.



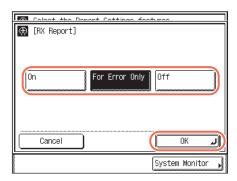
The default setting is 'Off'.

Press (ℜ) (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.



Press [RX Report].



Select [On], [For Error Only], or [Off] → press [OK].

[On]: Prints a report each time a document is received. [For Error Only]: Prints a report only when a reception error occurs.

[Off]: Does not print a report.

Press (Reset) to return to the top screen.

Fax Activity Report

Follow this procedure to set Fax Activity Reports to print automatically.



NOTE

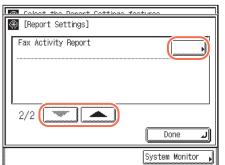
- A Fax Activity Report can be printed manually at any time from the System Monitor screen. (See "Checking/Printing Communication Log," on p. 6-9.)
- The default settings are:
- Auto Print: 'Off' -Send/Receive Separate: 'Off' -Daily Activity Report

Time:

1 Press (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.

2



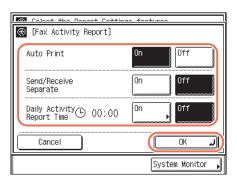
Press [▼] or [▲] until [Fax Activity Report] appears → press [Fax Activity Report].



NOTE

If Job Log Display in System Settings is set to 'Off', [Fax Activity Report] is not displayed. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.)

3



Specify each setting → press [OK].

<Auto Print>:

[On]: The Fax Activity Report is automatically printed when the number

of send and receive transactions reaches 40.

[Off]: The Fax Activity Report is not automatically printed.

<Send/Receive Separate>:

[On]: The send and receive logs are printed separately.[Off]: The send and receive logs are not printed separately.

<Daily Activity Report Time>:

[On]: The Fax Activity Report is printed at the specified time. Enter all

> four digits of the time (including zeros), using 24-hour notation. If you make a mistake when entering the time, press © (Clear) to

clear your entry → enter another four digit number.

If the number of send and receive transactions exceeds 40 before the specified time, a Fax Activity Report of most recent 40

transactions is printed.

[Off]: The time to print the Fax Activity Report is not specified.



If Job Log Display in System Settings is set to 'On', <Auto Print> automatically switches to 'Off'.

(Reset) to return to the top screen. Press

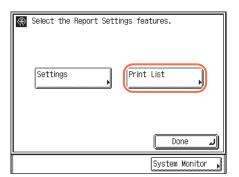
Printing Address Book List

Follow this procedure to print the Address Book List.

1 Press
(Additional Functions) → [Report Settings].

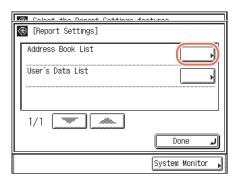
For help, see steps 1 and 2 in "TX Report," on p. 8-9.

2

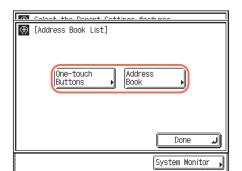


Press [Print List].

3



Press [Address Book List].

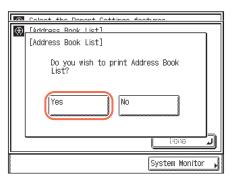


Select [One-touch Buttons] or [Address Book].

[One-touch Buttons]: Prints the contents of the one-touch buttons.

[Address Book]: Prints the contents of the Address Book.

5



Press [Yes].

The Address Book List is printed.

Press (Reset) to return to the top screen.

Troubleshooting



This chapter describes how to identify and solve problems you may face when operating the machine.

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Identifying and Isolating Problems

You may experience problems while operating the machine. Take a minute to see if there is a simple solution to your problems before contacting your local authorized Canon dealer.

Sending Problems

Document cannot be sent.

Cause 1	The specified destination is incorrect.
Remedy	Check the destination setting of the recipient.
Cause 2	The destination stored in the Address Book is incorrect.
Remedy	Check the destination in the Address Book. (See "Editing/Deleting the Registered Information in the Address Book," on p. 4-27.)
Cause 3	Some trouble has occurred in the recipient's machine.
Remedy	Make sure the recipient's machine can receive documents. If it cannot, check to see whether the machine is switched OFF, is out of recording paper, or has insufficient available memory.
Cause 4	The telephone line type setting is incorrect.
Remedy	Check the type of telephone line that has been set. (See "Selecting the Type of Telephone Line," on p. 1-9.)

Document cannot be sent to an e-mail address, I-fax address, or file server.

Cause 1	If you are sending an e-mail or I-fax, the SMTP server and DNS server settings are incorrect.
Remedy	Check that SMTP Server in E-mail/I-Fax and DNS Server in IPv4 Settings or IPv6 Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your
	Network Environment," in the System Settings Guide.)

Cause 2 If you are sending to a file server, the user and password settings are incorrect. Remedy Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the System Settings Guide.) Cause 3 If you are sending to a file server, the shared folder settings are incorrect. Remedy Check the shared folder settings. (See Chapter 5, "Setting up Computers to Use

Memory is full.

Remedy Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

The document does not print clearly on the recipient's machine.

The platen glass of your machine is dirty

Print and Send Functions," in the *System Settings Guide*.)

Oudco	The plater glace of year machine to arry.
Remedy	Make a few copies using your machine. If streaks appear on the copies, clean

the platen glass. (See Chapter 5, "Routine Maintenance," in the Reference Guide.)

The density of the documents sent to a recipient's machine is too light.

Cause	The density setting is set towards 'Light' and the original type setting is set to
	'Photo'.

Remedy Change the density setting towards 'Dark' and the original type setting to 'Text', and send the document again. (See "Adjusting the Density and Image Quality," on p. 3-9.)

The recipient's machine is slow to switch over to the receiving mode, and errors always occur.

Cause	No pause is not inserted in the fax number.
Remedy	If you are sending to a machine that takes time to switch over for fax receiving.

insert a pause after the destination's fax number.

Transmissions are slow.

Cause 1	Documents are sent at a high resolution.
Remedy	It is recommended that you send text only documents at a low resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
Cause 2	The ECM setting is activated when fax documents are sent.
Remedy	Set ECM TX to 'Off'. (See "Sending with Error Correction Mode (ECM Transmission)," on p. 7-23.)

Documents cannot be sent overseas (error code # 0018).

Cause 1	No pause is not inserted in the fax number.
Remedy	Insert a pause after the international access code or after the recipient's fax number, and then dial the number again. (See "Dialing an Overseas Number," on p. 2-52.)
Cause 2	Long Distance on the Option screen is set to 'Domestic' when sending a fax overseas.
Remedy	Set Long Distance to 'Long Distance (1)', 'Long Distance (2)', or 'Long Distance (3)', and then dial the number again. (See "Fax Numbers," on p. 4-15, or "Registering the One-Touch Buttons," on p. 4-31.)

Receiving Problems

The machine does not receive documents.

Cause	There is insufficient memory available.
Remedy	Delete unwanted documents and documents with errors from memory to
	increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory." on p. 6-14.)

The machine does not receive I-fax documents.

Cause	The network settings are not specified.
Remedy	If the network settings are not specified, documents cannot be received.
	Confirm this with your system administrator.

The quality of printed documents is uneven.

The platen glass of the sender's machine is dirty. Cause

Remedy Make a few copies using your machine. If streaks do not appear on the copies, the problem is in the sender's machine. Contact the sender and ask them to send the document again.

Self-diagnostic Display

The machine displays simple messages and codes that help you understand what is happening in the machine. Use these messages and codes to identify the actions you need to take to solve problems, when necessary.

Error Messages

If the machine displays an error message, follow the instructions on the touch panel display.

Cannot complete searching due to timeout. Check the settings.

ified time.
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Remedy Increase the time setting for Search Timeout in Register LDAP Server. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)

Cause 2 The machine could not authenticate a user against an authentication server and retrieve attributes about the user from the server within the specified time.

Remedy Increase the time setting for <Timeout Settings> on the Send Function Authentication Settings page. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)

Cause 3 An error occurred on the LDAP server side.

Remedy Check that the LDAP server is functioning normally.

Cannot connect to the selected server. Check the settings.

Cause The machine cannot connect to the specified IP address/port.

Remedy 1 Check the gateway address setting. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the System Settings Guide.)

Remedy 2 Check the server address and port number for the LDAP server. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide, or Chapter 4, "Customizing Settings," in the Remote UI Guide.)

Remedy 3 Check that the LDAP server is operating properly.

Remedy 4 If <Login Information> is set to 'Use (security authent.)' for the LDAP server, check whether UDP (User Datagram Protocol) packages are blocked by the filter.

Cannot connect to the server because timer settings for this device differ to those of the selected server.

Cause The time setting of the LDAP server and the time setting of the machine are more than five minutes apart.

Remedy The machine cannot connect to an LDAP server if the time setting of the server and the time setting of the machine are more than five minutes apart with < Login Information > set to 'Use (security authent.)' for the LDAP server. Check the time settings on the server and the machine.

Cannot find the selected server. Check the settings.

Cause 1 The IP address that the machine should connect to cannot be determined.

Remedy 1 Check the DNS (Domain Name System) server settings. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the System Settings Guide.)

Remedy 2 Check whether the DNS server's DNS settings are correct.

Cause 2 If <Login Information> is set to 'Use (security authent.)' for the LDAP server, the machine cannot determine the host name.

Remedy Check the DNS (Domain Name System) server settings. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the System Settings Guide.)

Check the TCP/IP.

Cause 1 The machine's TCP/IP is not operating.

Remedy Check the IP address settings (IP address, DHCP, RARP, BOOTP). (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the System Settings Guide.)

Cause 2 The machine and the network cable are not properly connected.

Remedy Check that the network cable is properly connected between the machine and the network.

Check the user name and password or check settings. Cause 1 The user name, password, or server name for access to Authorized Send is incorrect. Remedy Make sure that the specified user name, password, and server name are correct. Cause 2 The user attribute name, administrator's ID, or password for access to Authorized Send is incorrect. Check that <Attribute of User Name>, <User Name>, and <Password> on the Remedy LDAP Authentication Server Settings page are set correctly. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.) No response. Cause 1 The server was not running when you tried to send. Remedy Check the destination. Cause 2 The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.) Remedy Check the status of the network. Cause 3 A TCP/IP error occurred when you tried to send an e-mail or I-fax. Remedy Check that the network cables and connectors are properly connected. No response from the server. Check the settings. Cause The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.

Remedy Wait for a while, and try browsing again. If you still fail, try selecting another server.

Out of resources. Wait for a moment, then perform operation again.

Cause You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).

Remedy Wait for a while, and try browsing again. Search condition includes characters that cannot be used with the selected server.

Cause 1 "\" is used in the search criterion.

Remedy Remove "\" from the search criterion, and then search again.

Cause 2 The combination of characters used in the search criterion does not constitute an acceptable search criterion.

- There is an unequal number of "(" and ")".
- "*" is not placed within "()".

Remedy Make sure that the characters for the search criterion are combined properly, and then search again.

Cause 3 If <Server LDAP version and character code> is set to 'Ver.2 (JIS)', characters other than ASCII Code (0x20-0x7E) are being used.

Remedy Omit characters that cannot be used, and then search again.

Set the IP Address.

Cause No IP address has been set for the machine.

Remedy Specify the IP address, and then turn the machine's main power OFF and back ON again. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the System Settings Guide.)

SSL Error (POP)

Cause 1 POP authentication failed and a transmission error occurred due to SSL-encrypted communication error when using POP before SMTP.

Remedy 1 Check the settings for SSL-encrypted communications on the POP server.

Remedy 2 Disable SSL-encryption for communications with the POP server by setting <Allow SSL (POP)> in the E-mail/l-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 3 Disable POP before SMTP by setting <POP Authentication before Send> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2 POP authentication failed and a reception error occurred due to an SSL-encrypted communication error.

Remedy 1 Check the settings for SSL-encrypted communications on the POP server.

- Remedy 2 Disable SSL-encryption for communications with the POP server by setting <Allow SSL (POP)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
- Cause 3 The machine detected a problem with the SSL server certificate and the communication failed.
- Remedy Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the Remote UI Guide.

SSL Error (SMTP Receive)

Cause An error occurred because SSL encryption could not be started due to the incompatibility of the encryption algorithms used on the machine and on the SMTP server.

Remedy Check the server certificates and the settings on the SSL client.

SSL Error (SMTP RX Rject)

- Cause The machine is configured to receive SSL-encrypted data only. ('SSL' is selected for <Allow SSL (SMTP Receive)> in the E-mail/I-Fax setting.)
- Remedy 1 Select 'On' for <Allow SSL (SMTP Receive)> in the E-mail/I-Fax setting. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
- Remedy 2 Change the settings on the client to send data using SSL encryption.

SSL Error (SMTP Send)

- Cause 1 An error occurred when sending SSL-encrypted data because the machine and the mail server do not have a common encryption algorithm.
- Remedy 1 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
- Remedy 2 Change the mail server settings to add a common encryption algorithm that is available both on the machine and the mail server.
- Cause 2 An error occurred when sending SSL-encrypted data because the mail server requested a client certification. (A client certification is unsupported on the machine.)
- Remedy 1 Change the mail server settings not to request a client certificate.

- Remedy 2 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)
- Cause 3 The machine detected a problem with the SSL server certificate and the communication failed.
- Remedy Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the Remote UI Guide.

The number of search results has exceeded limits. If the desired destination is not displayed, change the search conditions and try again.

- Cause The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.
- Remedy 1 Narrow down the search criteria, and then search again.
- Remedy 2 Increase the maximum number of addresses to search. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)

There are too many subdirectories.

Cause You have exceeded the maximum number of subdirectory levels allowed.

Remedy The directory level that you are trying to access cannot be specified. Specify a different destination.

The send function currently cannot be used. Confirm with administrator.

Cause All the sending functionalities are disabled.

Remedy Check the following settings:

- <Send Restriction Settings> on the Send Function Authentication Settings page (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)
- Use Scan to Memory Media in Memory Media Settings (See Chapter 4, "Setting the Send Function," in the System Settings Guide.)

Transmission has been suspended. Contact system manager.

- Cause 1 Although [Specify LDAP authentication user address as the sender name] is selected, the machine cannot obtain an e-mail address attribute from an authentication server.
- Remedy 1 Deselect [Specify LDAP authentication user address as the sender name]. (See Chapter 4, "Customizing Settings," in the Remote UI Guide.)

Make sure that an e-mail address attribute is registered on an authentication Remedy 2 server. Cause 2 You tried to send e-mails or I-faxes when the machine is in the User ID Management with the e-mail address of the login user not registered. Remedy Register the e-mail address for each user when User ID Management is enabled. (See Chapter 3, "Specifying Department ID and User Management," in the Remote UI Guide.)

Error Codes

If your sending and receiving jobs are unsuccessful, check for error codes to identify the problem. Error codes can be found in the log of the System Monitor screen or are printed on the communication reports. (See Chapter 8, "Printing Communication Reports and Lists.")

# 0001	
Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See Chapter 6, "Troubleshooting," in the <i>Reference Guide</i> .)
# 0003	
Cause	Communications that take longer than the preset time (64 minutes) caused the error.
Remedy 1	Reduce the resolution or divide the document into two or more parts, and then try sending it again. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
Remedy 2	When receiving a document, ask the sender to either reduce the resolution at which the document is scanned or divide the document into two or more parts before sending it.
# 0005	
Cause 1	The recipient did not answer within 35 seconds.
Remedy	Confirm that the recipient's machine is able to communicate, and try again.
Cause 2	The recipient's machine is not a G3 fax.
Remedy	Check the type of receiving machine with the receiving party.

# 0009	
Cause 1	There is no paper.
Remedy	Load paper. (See Chapter 5, "Routine Maintenance," in the Reference Guide.)
Cause 2	The paper drawer is not correctly inserted into the machine.
Remedy	Insert the paper drawer properly. (See Chapter 5, "Routine Maintenance," in the <i>Reference Guide</i> .)
# 0012	
Cause	The document could not be sent because the recipient's machine was out of paper.
Remedy	Ask the recipient to load paper into their fax machine.
# 0018	
Cause 1	The recipient's machine did not respond when your machine retried sending documents.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.
Cause 2	The documents could not be sent because the recipient's machine was busy.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.
Cause 3	The settings on your machine do not match the settings on the recipient's machine.
Remedy	Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again.
Cause 4	No pause is inserted in the fax number when sending a fax overseas.
Remedy	Insert a pause after the international access code or after the recipient's fax number, and then dial the number again. (See "Dialing an Overseas Number," on p. 2-52.)
Cause 5	Long Distance on the Option screen is set to 'Domestic' when sending a fax overseas.
Remedy	Set Long Distance to 'Long Distance (1)', 'Long Distance (2)', or 'Long Distance (3)', and then dial the number again. (See "Fax Numbers," on p. 4-15, or "Registering the One-Touch Buttons," on p. 4-31.)

# 0022	
Cause	Documents could not be forwarded to the specified destination because there is insufficient memory available. The machine can store up to total of 71 jobs of send and transmission report in memory.
Remedy	Delete unwanted jobs from memory or wait until these jobs are complete, and then try again.
# 0037	
Cause	Documents could not be received because there is insufficient memory available.
Remedy	Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)
# 0059	
Cause	Your transmission was canceled because the number you dialed was different from the number registered on the other party's fax machine.
Remedy	Check to see that the correct fax number is registered on the other party's fax machine.
# 0099	
Cause	A job was canceled during transmission to a USB memory media device.
Remedy	Try sending again if necessary.
# 0401	
Cause	The USB memory media device is full or the maximum number of files that can be stored in the root directory (the top level of the directory tree in the USB memory media device) has been reached.
Remedy	Delete unnecessary files in the USB memory media device or organize the files in the root directory by moving existing files to a newly created folder.

# 0403	
Cause	The job failed because a file with the same name already exists. Generally, if a file with the same name exists, a number ranging from 1 to 999 is added to the tail of the name to prevent naming conflicts. However, this error occurred because a file with the same number added to its file name already exists.
Remedy	Rename the file, and then write the data again.
# 0404	
Cause	The job failed because the write protect switch of the USB memory media device was on.
Remedy	Turn off the write protect switch of the USB memory media device.
# 0406	
Cause 1	The job failed because the USB memory media device was pulled out during transmission.
Remedy	Check that the USB memory media device is properly inserted, and then try sending again.
Cause 2	An error occurred while data, such as image data, was being transferred to the USB memory media device. (The connected device may be formatted with a file system that is not supported by the machine.)
Remedy	Check the status of the USB memory media device, or make sure that the device is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.
# 0407	
Cause 1	The length of the full path to the specified file (or folder) exceeded the supported limit.
Remedy	The full path must not be longer than 120 characters. Change or shorten the file name.
Cause 2	The transmission to the USB memory media device was not properly performed because the length of the full path including the root and file name exceeded the limit.
Remedy 1	The full path must not be longer than 120 characters. Change or shorten the file name.
Remedy 2	Change the folder to which the data is saved.

# 0408	
Cause 1	The transfer of data has failed because the USB memory media device was pulled out during the transfer.
Remedy	Check that the USB memory media device is properly inserted, and then try the transfer again.
Cause 2	An error occurred while data, such as image data, was being transferred to the USB memory media device.
Remedy	Check the status of the USB memory media device, or make sure that the device is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.
# 0703	
Cause	The memory for image data is full when sending color documents.
Remedy 1	Wait for a few moments and try again after other send jobs are complete.
Remedy 2	Delete documents stored in memory. If the machine still does not operate normally, turn the main power OFF and then back ON.
# 0705	
Cause	The send operation was interrupted because the size of the image data is larger than that specified in <maximum data="" size="" tx=""> in E-mail/I-Fax Settings.</maximum>
Remedy 1	Change the setting for <maximum data="" size="" tx=""> in E-mail/I-Fax Settings. (See Chapter 4, "Setting the Send Function," in the <i>System Settings Guide</i>.)</maximum>
Remedy 2	Select a lower resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
Remedy 3	If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the data size limit specified in <maximum data="" size="" tx="">.</maximum>
Remedy 4	Set Divide into Pages to 'On' on the File Format screen. (See "Specifying the File Format," on p. 3-20.)
# 0751	
Cause 1	The file server is not functioning.
Remedy	Check that the file server is operating properly.

Cause 2	The network is down (the server is unable to connect to the network or was disconnected).
Remedy	Check the network status.
# 0752	
Cause 1	The SMTP server name and e-mail address are incorrect.
Remedy	Check that SMTP Server and E-mail Address in E-mail/I-Fax are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
Cause 2	The domain name is incorrect.
Remedy	Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Cause 3	The SMTP server is not functioning.
Remedy	Check that the SMTP server is operating properly.
Cause 4	The network is down.
Remedy	Check the network status.
# 0753	
Cause	A TCP/IP error occurred while sending an e-mail. (Socket, Select error, etc.)
Remedy	Check that the network cable is properly connected between the machine and your computer. If the machine still does not operate normally, turn the main power OFF and then back ON.
# 0755	
Cause 1	Jobs cannot be sent because TCP/IP is not functioning correctly.
Remedy	Check that TCP/IP Settings in Network Settings is set correctly. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the <i>System Settings Guide</i> .)
Cause 2	The IP address is not set.
Remedy	Check that TCP/IP Settings in Network Settings is set correctly. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the <i>System Settings Guide</i> .)

Cause 3	When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.
Remedy	After the machine is turned ON, communication with a network will not start until the time specified in Startup Time Settings in Network Settings elapses. (See Chapter 7, "Other System Settings," in the <i>System Settings Guide</i> .) Wait a few moments, and then try sending again.
# 0801	
Cause 1	A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail or send/receive an I-fax.
Remedy	Check that the SMTP server is functioning normally, or check the network status.
Cause 2	The SMTP server returned an error while trying to connect. The destination is not correct.
Remedy	Check the destination setting.
Cause 3	An error occurred on the server side during transmission to a file server.
Remedy	Check that the file server is functioning normally.
# 0802	
Cause 1	The name of the SMTP server is incorrect.
Cause 1 Remedy	The name of the SMTP server is incorrect. Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
	Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings</i>
Remedy	Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Remedy Cause 2	Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .) The DNS server address settings are incorrect. Check that Primary DNS Server and Secondary DNS Server in DNS Server Address Settings are set correctly. (See Chapter 3, "Setting up the Machine for
Remedy Cause 2 Remedy	Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .) The DNS server address settings are incorrect. Check that Primary DNS Server and Secondary DNS Server in DNS Server Address Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Remedy Cause 2 Remedy Cause 3	Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .) The DNS server address settings are incorrect. Check that Primary DNS Server and Secondary DNS Server in DNS Server Address Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .) The domain name is incorrect. Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network

# 0804	
Cause	You do not have permission to access the folder.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the <i>System Settings Guide</i> .)
# 0806	
Cause 1	An incorrect user name or password was specified when sending documents to a file server.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the System Settings Guide.)
Cause 2	An incorrect destination was specified when sending an e-mail or I-fax.
Remedy	Check the e-mail or I-fax address.
# 0808	
Cause 1	A timeout error occurred while the machine was communicating with the FTP server.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server during transmission.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.

Remedy 4 Check the status and setting of the file server.

# 0810	
Cause 1	A POP server connection error occurred while receiving an I-fax.
Remedy 1	Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Remedy 2	Check that the POP server is functioning normally.
Remedy 3	Check the network status.
Cause 2	The POP server returned an error during the connection.
Remedy 1	Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Remedy 2	Check that the POP server is functioning normally.
Remedy 3	Check the network status.
Cause 3	A timeout error occurred on the server while connecting to the POP server.
Remedy 1	Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
Remedy 2	Check that the POP server is functioning normally.
Remedy 3	Check the network status.
# 0813	
Cause	The login name or password for access to the POP server is incorrect.
Remedy	Check that POP Address and POP Password in E-mail/I-Fax are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)
# 0816	
Cause	You have reached the quota for the number of pages you can scan.
Remedy	Reset or increase the page quota or contact your system administrator.
# 0818	
Cause	You have received data that cannot be processed (the attached file cannot be printed).
Remedy	Check the settings and ask the sender to resend the data.

# 0819	
Cause	You have received data that cannot be processed (MIME information is incorrect).
Remedy	Check the settings and ask the sender to resend the data.
# 0820	
Cause	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).
Remedy	Check the settings and ask the sender to resend the data.
# 0821	
Cause	You have received data that cannot be processed (TIFF analysis error).
Remedy	Check the settings and ask the sender to resend the data.
# 0827	
Cause	You have received data that cannot be processed (contains MIME information that is not supported).
Remedy	Check the settings and ask the sender to resend the data.
# 0828	
Cause	You have received HTML data.
Remedy	Ask the sender to use a file format other than HTML and resend the data.
# 0829	
Cause	Data consisting of more than approximately 1,000 pages is received.
Remedy	This machine can store up to approximately 1,000 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

# 0839	
Cause	The user name or password for the SMTP Authentication is incorrect.
Remedy	Check that User and Password on the Authentication/Encryption Settings screen are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i> .)
#0841	
Cause	An error occurred when sending SSL-encrypted data because the machine and the mail server do not have a common encryption algorithm.
Remedy 1	Disable data transmissions using SSL encryption by setting <allow (smtp="" send)="" ssl=""> in the E-mail/l-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i>.)</allow>
Remedy 2	Change the mail server settings to add a common encryption algorithm that is available both on the machine and the mail server.
#0842	
Cause 1	An error occurred when sending SSL-encrypted data because the mail server requested a client certification. (A client certification is unsupported on the machine.)
Remedy 1	Change the mail server settings not to request a client certificate.
Remedy 2	Disable data transmissions using SSL encryption by setting <allow (smtp="" send)="" ssl=""> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i>.)</allow>
Cause 2	The machine detected a problem with the SSL server certificate and the communication failed.
Remedy	Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the <i>Remote UI Guide</i> .
#0844	
Cause	POP authentication failed and a transmission error occurred due to SSL-encrypted communication error when using POP before SMTP.
Remedy 1	Check the settings for SSL-encrypted communications on the POP server.
Remedy 2	Disable SSL-encryption for communications with the POP server by setting <allow (pop)="" ssl=""> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the <i>System Settings Guide</i>.)</allow>

Remedy 3 Disable POP before SMTP by setting <POP Authentication before Send> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the System Settings Guide.)

0995

Cause The communication reservation was canceled.

Remedy If necessary, try again from the beginning.

Appendix

This chapter includes tables describing the Address Book Settings, Communications Settings, and Report Settings in the Additional Functions menu, specifications, glossary, and index.

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Additional Functions Settings Table

The tables below list the Address Book Settings, Communications Settings, and Report Settings that can be selected from the Additional Functions menu. Some functions can be used only when the appropriate optional equipment is attached.

■ Communications Settings

Item	Settings	Applicable Page
Common Settings		
TX Settings		
Unit Name	24 characters maximum	p. 1-12
Data Compression Ratio	High Ratio, Normal, Low Ratio	p. 7-2
Retry Times	0 to 5 times; 3 times	p. 7-4
Edit Standard Send Settings	Store, Initialize	p. 7-5
TX Terminal ID	On Printing Position: Inside, Outside Telephone # Mark*1: FAX, TEL Off	p. 7-9
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8 , Gamma 2.2	p. 7-13
Sharpness*2	7 levels; 4	p. 7-15
Register Favorites Button	Register/Edit, Erase	p. 4-40

The default settings are indicated in bold.

To activate [Sharpness], change the settings.

^{*1} Indicates items that are available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

^{*2} The setting for [Sharpness] is invalid when all of the conditions below are met.

⁻ $[100 \times 100 \text{ dpi}]$, $[150 \times 150 \text{ dpi}]$, or $[200 \times 100 \text{ dpi}]$ is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)

^{-[}B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)

^{- [}Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-9.)

■ Communications Settings Continued

Image Level in Text/Photo or Photo Mode: Data Size Priority, Normal, Image Priority Image Level in Text Mode: Data Size Priority, Normal, Image Priority Image Level in Text Mode: Data Size Priority, Normal, Image Priority p. 7-17
Detect. Settings*3 Color TX Scan Settings*4 Speed Priority, Image Priority Default Screen for Send Favorites Buttons, One-touch Buttons, Initial Function Initialize TX Settings P. 7-19 Pavorites Buttons, One-touch Buttons, Initial Function p. 7-21 Initialize TX Settings 2-Sided Print On, Off Switch A: On, Off Switch B: On, Off Switch B: On, Off Switch C: On, Off Switch D: On, Off Switch D: On, Off RX Reduction: Auto, Fix. Red. Reduce %: 97%, 95%, 90%, 75% Reduce Direction: Ver. Hor., Vertical Only Off
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RX Settings 2-Sided Print On, Off Switch A: On, Off Switch B: On, Off Switch C: On, Off Switch D: On, Off Switch D: On, Off Switch D: On, Off RX Reduction: Auto, Fix. Red. Reduce %: 97%, 95%, 90%, 75% Reduce Direction: Ver. Hor., Vertical Only Off P. 7-32 p. 7-34 p. 7-34
2-Sided Print On, Off Switch A: On, Off Switch B: On, Off Switch C: On, Off Switch D: On, Off RX Reduction: Auto, Fix. Red. Reduce W: 97%, 95%, 90%, 75% Reduce Direction: Ver. Hor., Vertical Only Off p. 7-32 p. 7-34
Select Cassette Switch A: On, Off Switch B: On, Off Switch C: On, Off Switch D: On, Off On RX Reduction: Auto, Fix. Red. Reduce %: 97%, 95%, 90%, 75% Reduce Direction: Ver. Hor., Vertical Only Off Reduce Direction: Ver. Hor., Vertical Only
Select Cassette Switch B: On, Off Switch C: On, Off Switch D: On, Off On RX Reduction: Auto, Fix. Red. Reduce %: 97%, 95%, 90%, 75% Reduce Direction: Ver. Hor., Vertical Only Off Reduce Ver. Hor., Vertical Only
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User Settings
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TX Settings
ECM TX On , Off p. 7-23
Pause Time 1 to 15 seconds; 4 seconds p. 7-25

The default settings are indicated in bold.

^{*3} Indicates items that are available only when the optional OCR function is activated.

^{*4} Indicates items that are available for imageRUNNER 2530i/2530/2525i/2525i/2520i/2520.

^{*5} Indicates items that are available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

■ Communications Settings Continued

Item	Settings	Applicable Page
Auto Redial	On Redial Times: 1 to 10 times; 2 times Redial Interval: 2 to 99 minutes; 2 minutes TX Error Redial: Error and 1st page, All Pages, Off Off	p. 7-26
Check Dial Tone Before Sending	On, Off	p. 7-30
Rotate Send	On, Off	p. 7-31
RX Settings		
ECM RX	On, Off	p. 7-41
RX Restriction	On, Off	p. 7-43

The default settings are indicated in bold.

■ Report Settings

Item	Settings	Applicable Page
Settings		
TX Report	On, For Error Only Report With TX Image: On, Off Off	p. 8-9
Activity Report	Auto Print: On , Off Send/Receive Separate: On, Off Daily Activity Report Time: On, Off	p. 8-12
RX Report	On, For Error Only, Off	p. 8-13
Fax Activity Report*1	Auto Print: On, Off Send/Receive Separate: On, Off Daily Activity Report Time: On, Off	p. 8-14
Print List		
Address Book List	One-touch Buttons, Address Book: Yes, No	p. 8-17
User's Data List	Yes, No	*2

The default settings are indicated in bold.

 $^{^{*1}}$ Indicates items that are available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

^{*2} See Chapter 2, "Basic Operations," in the Reference Guide.

■ Address Book Settings

Item	Settings	Applicable Page
Register Address	Register New Add, Edit, Erase	p. 4-3
One-touch Buttons	Register/Edit, Erase	p. 4-31

Specifications

Specifications are subject to change without notice due to product improvement or future releases.

Send Function

■ Scan Features

Item	Specifications	
Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)	
Data Format	TIFF (B&W), PDF (B&W/Color), PDF (OCR) (B&W/Color), JPEG (Color), PDF (Compact) (Color), PDF (Compact+OCR) (Color)	
Resolution	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi	
System Environment	Windows XP/Vista/7, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003/2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2, Red Hat Enterprise Linux AS/ES/WA or later	
Interface	100BASE-TX, 10BASE-T	
Color Mode	Color, B&W (black and white)	
Original Type	Text, Text/Photo, Photo	
Others	Browse Windows (SMB) File Server	

■ E-Mail and I-Fax Features*1

Item	Specifications		
Communication Protocol	SMTP, POP3, I-Fax (Simple mode)		
Resolution	For Sending E-Mail	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi	
	For Sending I-Fax	200 × 100 dpi, 200 × 200 dpi	
Format	E-Mail	TIFF (B&W), PDF (B&W/Color), PDF (OCR) (B&W/Color), JPEG (Color), PDF (Compact) (Color), PDF (Compact+OCR) (Color)	
	I-Fax	TIFF (MH)	
Original Size	E-Mail	A3, A4, A4R, A5, A5R	
Original Size	I-Fax	A3*2, A4, A4R, A5*2, A5R*2	
Server Software	Microsoft Exchange Server 5.5 (SP 1 or later), Sendmail 8.93 or later, Qpopper 2.53 or later, Lotus Domino R4.6 or later		

^{*1} Only the B&W mode is available for sending and receiving I-fax documents. *2 Sent as A4.

Fax Function

Item	Specifications	
Telephone Line Used/Number of Lines	Public Switched Telephone Network, 1 line	
Scan Line Density (Scan, Transmission)	Standard: Fine: Super Fine: Ultra Fine:	8 pels *2 /mm × 3.85 line/mm 8 pels *2 /mm × 7.7 line/mm 8 pels *2 /mm × 15.4 line/mm 16 pels *2 /mm × 15.4 line/mm
Transmission Speed	Super G3: 33.6 kbps, G3: 14.4 kbps	
Compression Method	MH, MR, MMR, JBIG	
Transmission Type	Super G3, G3	
Sending Original Sizes	A3, A4, A4R, A5*1, A5R*1	
Receiving Paper Sizes	A3, A4, A4R, A5R	
Transmission Times	ECM-MMR: G3MR method: G3MH method: JBIG:	Approximately 3.2 seconds Approximately 13 seconds Approximately 13 seconds Approximately 2.6 seconds
Auto Dial Function	Address Book: 300 destinations; one-touch buttons: 200 destinations	
Image Memory	Approximately 1,000 pages	

^{*1} Sent as A4. *2 Pels stands for picture elements (pixels).

Α

Activity Report

A record listing all documents that have been sent and received.

ADF

Automatic Document Feeder. Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Auto Redial

When Auto Redial is set to 'On', the machine automatically redials the number if the line was busy, or if there was a sending error. The machine will wait two minutes (default) after the initial attempt before redialing. You can specify the number of times that the machine redials, the length of the redial interval, and whether to redial after a transmission error.

В

bps

Bits per second. The measure of transmission speed used in relationship to networks and communication lines.

C

CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

D

Delayed Send

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time. You can reserve up to 64 delayed send jobs.

Direct Sending

Use Direct Sending when the memory is full, and you still need to send a document. Direct Sending scans and sends one page at a time without storing the document in memory. This enables you to send a document even when the memory is full.

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The Internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots Per Inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

Ε

ECM

Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. ECM divides a page into blocks and inspects each block for data lost through poor transmission. If part of the data is missing in a certain block, ECM retransmits that data from the beginning of the block until it confirms that all the data within the block has been transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective where the telephone lines are in poor condition. However, ECM slows the transmission speed, and you may turn this mode off, if it is not needed.

Error indicator

The error indicator flashes red when a paper jam occurs or the machine has run out of toner or paper.

F

File formats

File formats are used to save image data. This machine supports six different file formats: TIFF, PDF, PDF (OCR), JPEG, PDF (Compact), and PDF (Compact+OCR).

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a LAN (Local Area Network), to share and use its hard disk drive.

Forwarding

The process of sending a received I-fax/fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

I-fax

I-fax (Internet fax) enables you to send and receive fax documents over the network. Scanned documents are converted to TIFF (Tagged Image File Format) and are transmitted as an e-mail attachment to/from any I-fax compatible facsimile.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol enables data from one computer to be split into packets, and sent to another computer with a specific IP address.

IP address

Internet Protocol address. A network address used by IP (Internet Protocol) to specify a computer or device on the Internet. Currently, two versions of IP are in use: IPv4 and IPv6.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

L

LDAP

Lightweight Directory Access Protocol. A network protocol that enables you to locate organizations, individuals, and other resources, such as files and printers on a network, whether on the public Internet or on a corporate intranet.

Long distance dialing

When dialing or registering long distance numbers, you may need to insert a pause within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or local telephone company if you experience difficulty in long distance dialing.

M

Memory Lock

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

Memory Sending

Memory Sending scans documents into memory before dialing the number and sending them. You can retrieve your original once scanning is complete, and you do not have to wait until sending is complete.

One-Touch Buttons

One-Touch buttons enable you to specify a destination and send a document, all at the push of one key. You can store up to 200 destinations.

P

Pause

You can insert a pause within a telephone number or at the end of a telephone number. A pause is also sometimes required to connect to an outside line, or for overseas fax transmissions to certain countries.

Pause Time

The default settings are four seconds if a pause is inserted within the telephone number, and 10 seconds if a pause is added to the end of the telephone number. Only the length of pauses inside a telephone number, and not those at the end, can be changed.

PBX

Private Branch eXchange. An in-house telephone switching system that interconnects telephone extensions to each other, as well as to the external telephone network. A PBX controls the flow of telephone traffic through instruments, such as paging systems and automatic callback and dialing.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PDF (Compact)

One of the file formats available in this machine. The text and image portions of an original are processed separately to achieve a high level of compression without compromising the quality of the text. The resulting file or data size is smaller than that achieved by conventional PDF, and is therefore recommended for jobs that are to be sent over the network.

PDF (OCR)

A file format that performs OCR (Optical Character Recognition) processing on a scanned document. This process extracts any recognizable text data, and adds it as a transparent layer to create a PDF with searchable text. You can search the text using Adobe Acrobat/Adobe Acrobat Reader, or your operating system's search function.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP and TCP/IP.

R

Resolution

The density of dots attained by an output device, such as a fax, scanner, or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 x 600 dpi).

Rotary Pulse

Also called "pulse dial." On a rotary pulse telephone, a dial is turned to send pulses to the telephone switching system.

RX

Abbreviation for "Reception/Receiving."

S

Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, you should allow some margin on all sides of the document that you are sending.

Sequential Broadcast

Seguential Broadcasting enables you to send a scanned document to up to 532 destinations simultaneously. If you frequently send documents to the same destinations, it is highly recommended that you register the numbers as a group in a one-touch button for group dialing.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

SSL

Secure Sockets Layer. A protocol that ensures security and privacy when transmitting private documents over the Internet.

SSL encryption

SSL uses two keys to encrypt data: a public key, which is known to "everyone," and a private or secret key, which is known only to the recipient of the message.

Stamp

Applies a stamp (about 3 mm in diameter) on the front side of originals after they have been scanned, so that you can distinguish already scanned originals from others.

Super G3

Super G3 is a phrase used to describe the generation of fax machines that use ITU-T V.34 standard 33.6 Kbps modems. Super G3 high-speed fax machines allow a transmission time of approximately three seconds per page, which results in reduced telephone line charges.

Т

Telephone Line Type

Depending on the type of telephone line that you have, set the machine to touch tone (T) or pulse (P) dialing.

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

Tone

Some data services may require that you use tone dialing. If you have a pulse dial telephone, press [Tone] to switch temporarily from pulse to tone dialing when connecting to these data services.

Transmission Time

A fax transmission consists of three stages: the machine sending the fax connects with the machine receiving it, the message is then transmitted, after which the sender and the receiver exchange signals to confirm the end of transmission. The transmission time described in this guide is not the total time required for the entire transmission, but only the time taken for the message to transmit.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document.

ΤX

Abbreviation for "Transmission/Sending."

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